

**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL**



**STUDY SESSION
MONDAY, APRIL 23, 2012
COMMUNITY ROOM
6:00 P.M.**

- I. **Englewood and Littleton City Council Discussion**
Englewood and Littleton City Councils will discuss the Wastewater Treatment Plant issues, Humane Society and citizen engagement.
- II. **Union Avenue Paving – 7:30 p.m.**
Public Works Director Rick Kahm and Field Operations Administrator Larry Nimmo will discuss the Union Avenue paving.
- III. **Duncan Park Design – 7:40 p.m.**
Parks and Recreation Director Jerrell Black, Open Space Manager Dave Lee and consultants from Britina Design Group will discuss the Duncan Park Design.
- IV. **Board and Commission Member Reappointment Discussion – 8:00 p.m.**
City Council will discuss board and commission members who are interested in being reappointed to their current board or commission.
- V. **City Manager's Choice – 8:20 p.m.**
- VI. **City Attorney's Choice**
- VII. **Council Member's Choice**
- VIII. **Executive Session – 8:30 p.m.**
City Council will discuss pursuant to C.R.S. 24-6-402-4(e) union negotiations in the City Council Conference Room.



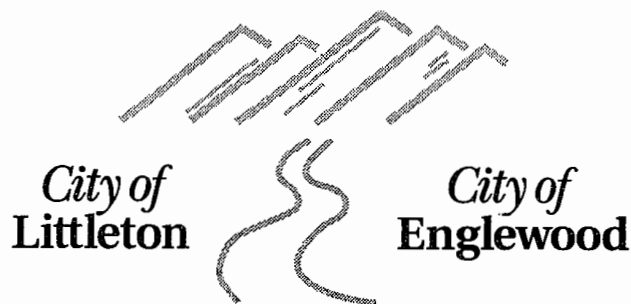
Littleton/Englewood Joint Study Session Agenda

April 23, 2012 – 6:00 p.m.
Englewood Community Room
1000 Englewood Parkway

- I. Littleton/Englewood Wastewater Treatment Plant
 - A. Introductions (Stu Fonda)
 - B. Regulations 31 and 85 (Dennis Stowe)
 - C. Regulations 31 and 85 treatment processes and costs (Stu Fonda)
 - D. Potential next steps (David Robbins from Hill & Robbins)
- II. Humane Society of the South Platte Valley
 - A. Financial request
 - B. Long-term vision
- III. Citizen Engagement (Mindmixer)

LITTLETON/ENGLEWOOD WASTEWATER TREATMENT PLANT

2900 S. Platte River Drive
Englewood, Colorado 80110
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SUMMARY OF HEARING ON NUTRIENT REGULATIONS LITTLETON/ENGLEWOOD WASTEWATER TREATMENT PLANT

The Colorado Water Quality Control Commission (WQCC) held a hearing on proposed revisions to Regulation 31 (Basic Standards for Surface Water) and the adoption of Regulation 85 (control regulation for nutrient management) on March 12-14, 2012. The WQCC heard more than two full days of testimony from the Division, conservation groups, EPA, and the full spectrum of interested parties, a total of 52 parties.

The following is a summary of the hearing results, which will be discussed in more detail at the Englewood and Littleton Councils' meeting on April 23, 2012.

Littleton/Englewood Testimony

Littleton/Englewood's counsel had three minutes to testify at the hearing. We urged the WQCC to consider the overarching legal issues raised in our prehearing statement, focusing on the requirements of Executive Order No. 5 and the statute prohibiting unfunded mandates, as well as the lack of authority for the control regulation to be applied selectively to some dischargers, but not to all. We also joined in the technical and scientific presentation made by the Colorado Nutrient Coalition (CNC).

During deliberations, it was clear that the WQCC was concerned about the high costs that the proposed regulations will impose on Colorado communities. However, they did not discuss the unfunded mandates issue or whether they have the authority to enact a control regulation that will apply to some but not all dischargers. The WQCC also was not persuaded by the argument made by the CNC and others that the science did not support the conclusion that there is a current need to control nitrogen in Colorado. Ultimately, the WQCC decided to adopt the Division's proposal with a few modifications.

Regulation 85 – Technology Criteria

Of most importance to Littleton/Englewood is the decision to override the WQCD's proposed permit limit in Regulation 85 of 10 mg/l for total inorganic nitrogen and instead adopt a 15 mg/l recommended by the group of expert engineers that provided input to the WQCD, which included an engineer hired by Littleton/Englewood. Consequently, the cost to comply with Regulation 85 is estimated to be \$44M (all estimates are 20 year present worth), a decrease of about \$16M from the original estimate. The estimated cost is lower because additional filters will not be required to meet the less stringent nitrogen criteria adopted by the WQCC.

The new Regulation 85 criteria may be imposed in the next permit renewal cycle. The current permit expires in October 2014 and renewal permits are generally issued two to three years after permit expiration. Thus, nutrient removal requirements can be expected in 2016 or 2017.

Regulation 31 – Water Quality Criteria

The WQCC adopted the WQCD proposed Regulation 31 with some changes, but did not change the water quality criteria proposed. The estimated cost of complying with the regulation remains unchanged at \$1,300M, based on the WQCD study. The estimated cost based on work specifically at the L/E WWTP is significantly lower at \$600M.

In the long term, if the standards in Regulation 31 are implemented, Littleton/Englewood will have to spend significant funds to upgrade the plant to treat to the new, very low levels. But the timetable for implementation, as well as the significant “off ramps” and the potential for different site-specific standards, means that these expenditures will not arise until 2022, at the earliest, only four to five years after the imposition of Regulation 85 criteria.

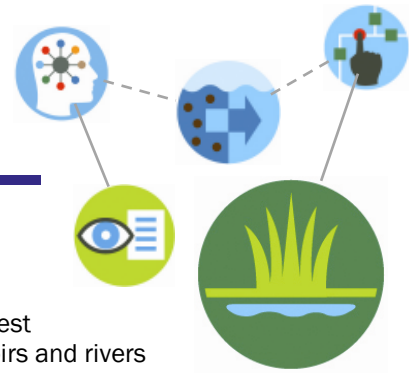
Next Steps

The members of the CNC (including the 43 other large dischargers that will be subject to Regulation 85) are still considering whether to move forward with any legal action challenging the adoption of these rules. In addition, the Governor’s office sent a letter to EPA just prior to the hearing requesting more information before making a decision on whether to intervene on the basis of Executive Order No. 5. Finally, HB 1161 (Representative Looper’s bill that would require legislative approval for any nutrient standards or control regulations and create a WQCC subcommittee to investigate the necessity, costs, and benefits of new standards) has passed the House and is awaiting potential action in the Senate. Given all of these unknowns, we cannot say with certainty how the implementation of the new rules will play out.

Next steps will be discussed at the Englewood and Littleton Councils’ meeting on April 23, 2012.

Colorado Nutrient Criteria

Results from the March 12-14, 2012 Hearing



Commission Decides on Colorado Nutrient Criteria

The Colorado Water Quality Control Commission (Commission) provided preliminary approval of the new Nutrient Control Regulation 85 and changes to Regulation 31, the Basic Standards; these regulations will set total phosphorus (TP) and total inorganic nitrogen (TIN) permit limits for the largest wastewater dischargers and set phosphorus and nitrogen interim values for both lakes and reservoirs and rivers and streams. The unanimous vote, which will be finalized at the Commission hearing on May 14, 2012, accepted most of what the Water Quality Control Division (Division) proposed, with several changes that are outlined in this summary.

Table 1 below provides the draft final Regulation 85 permit limits for new dischargers and existing dischargers (excluding existing dischargers ≤ 1 MGD that use waste stabilization ponds, are owned by a disadvantaged community, or have a design capacity ≤ 0.5 MGD). This regulation will be effective immediately - the permit limits will be incorporated into permits at the next renewal and compliance schedules will be used to allow the permittee time to come into compliance with these limits.

Table 1. Draft Final Nutrient Permit Limits (Reg. 85)

	Annual Median TP ¹	95 th Percentile TP ²	Annual Median TIN ¹	95 th Percentile TIN ²
Existing Dischargers ³	1.0 mg/L	2.5 mg/L	15 mg/L	20 mg/L
New Dischargers ⁴	0.7 mg/L	1.75 mg/L	7 mg/L	14 mg/L

Notes:

1. Median of all samples taken in most recent 12 calendar months.
2. The 95th Percentile of all samples taken in the most recent 12 calendar months.
3. Delayed until 5/31/2022 for dischargers subject to existing control regulations 71-74, have design capacity ≤ 2 MGD, or who discharge in low priority hydrologic units code watersheds (Purgatoire, Upper Arkansas-John Martin Reservoir, Upper San Juan, Upper Arkansas-Lake Meredith, Upper White, San Luis, Chico, Kiowa, Middle South Platte -Sterling, San Miguel, Alamosa-Trinchera, McElmo, Lower Gunnison, Arkansas Headwaters, Upper Yampa, Upper Gunnison, and Uncompahgre).
4. Dischargers who submit a complete request for preliminary effluent limits to the Division on or after May 31, 2012.

Table 2 provides a summary of the Regulation 31 interim values that will serve as water quality goals for the state as they move forward with statewide standards in the future.

Table 2. Draft Final Nutrient Interim Values (Reg 31.17)

	Cold Water			Warm Water		
	TP (mg/L)	TN (mg/L)	Chlorophyll	TP (mg/L)	TN (mg/L)	Chlorophyll
Rivers and Streams	0.11 ¹	1.25 ¹	150 mg/m ² ³	0.17 ¹	2.01 ¹	150 mg/m ² ³
Lakes and Reservoirs (Aquatic Life and Recreation Uses)	0.025 ²	0.426 ²	8 µg/L ²	0.083 ²	0.910 ²	20 µg/L ²
Direct Use Water Supply Lakes and Reservoirs	NA	NA	5 µg/L ⁴	NA	NA	5 µg/L ⁴

Notes:

1. Annual median; 1-in-5 year exceedence frequency. For protection of aquatic life use.
2. July 1 – Sept 30 average in mixed layer (median of multiple depths); 1-in-5 year exceedence frequency. For lakes and reservoirs >25 acres.
3. July 1 – Sept 30 maximum attached algae, not to exceed. For protection of recreational use.
4. March 1 – Nov 30 average chlorophyll in the mixed layer (median of multiple depths); 1-in-5 year exceedence frequency.

Reg. 31 interim values are not standards at this time, but can be adopted as standards in specific water bodies for TP and chlorophyll before May 31, 2022 and for nitrogen between May 31, 2017 and May 31, 2022:

- In waters upstream of existing domestic permitted dischargers with significant nutrient discharges and existing non-domestic facilities subject to Reg. 85 permit limits.
- In Direct Use Water Supply Lakes and Reservoirs (have to be approved by Commission).
- Under other circumstances determined by the Commission where Regulation 85 will not result in adequate control of nutrients.

After May 31, 2022, the interim values can be adopted into any segment through the basin hearings.

Summary of Changes to Division's Proposal

Although the final versions of Regulation 31 and 85 will not be adopted until May 14th, the Commission's confirmed major changes made to the Division's proposal are provided below.

Regulation 85

- Changed the TIN permit limit in Reg. 85 for existing facilities from 10 mg/L to 15 mg/L.
- Allowed use of a Category 4B demonstration plan to keep a segment off the 303(d) list if impairment of the narrative standard is determined to be the result of nutrient enrichment and dischargers are complying with Regulation 85 permit limits.
- Allowed dischargers who can show that their WQBELs for TP and TIN calculated using the Reg. 31 interim values are less restrictive than the Reg. 85 permit limits to have the less restrictive WQBEL as their permit limit.

Regulation 31

- Changed language that allows site specific standards for nutrients to read "where evidence demonstrates" rather than referring to expected conditions.
- Refined the applicability of the rivers and streams chlorophyll a interim value of 150 mg/m² only to streams where a representative sample can be obtained based on the Division's protocol (to avoid application of the interim value in sandy-bottom streams).
- Added language defining Direct Use Water Supplies in 31.13(1)(d)(i)(B)(I) as follows: "... lake or reservoir **that** is used **regularly** to provide raw water directly to a water treatment plant ...".



What's Next?

Planning for Your Permit

If the Reg. 85 permit limits apply to you, you have probably already started thinking about how you might meet the TP=1 mg/L and TIN=15 mg/L permit limits. With the less restrictive TIN limit, maybe your facility could focus on operational changes alone to meet these limits. If you have to make capital improvements, you can plan for the timing of these improvements by assuming that your permit will be renewed within a year of your basin's next hearing (see the Nutrient Schedule side bar). Your permit will include a compliance schedule that you can negotiate with the Division, depending on the scope and cost of the work that will need to be done to bring your facility into compliance with the Reg. 85 permit limits. There are likely several ways in which you could meet these permit limits and an alternatives analysis of these options will give you the pros and cons with choosing a given path.

Preparing for the Future

Per Reg. 85, all domestic dischargers and many industrial dischargers are required to perform monitoring to characterize the load coming from their discharges as well as its impact on the receiving waterbody. Municipal Separate Storm Sewer Systems (MS4s) have to develop a discharge assessment report that identifies data gaps, which may lead to additional sampling. These monitoring efforts will go a long way toward identifying the nutrient loads from point sources, but will do nothing to characterize the other sources of nutrients in your watershed. Working with watershed groups and other coalitions of watershed agencies and organizations forming around the data collection effort is critical. The idea is that these groups will share in the collection of watershed-based data, including nonpoint source and other water quality, habitat, and aquatic life data. This combined effort will reduce the monitoring costs for a single entity, prepare watersheds for upcoming hearings where interim values will be reviewed, and will prepare agencies for developing site-specific standards, variances, and temporary modifications. In short, the collection of additional information and the combination of multiple entities working in concert will position you to obtain the most reasonable nutrient permit limits and allow you to use the tools available to address nutrient standards as Colorado moves forward on nutrient standards in the future.

Nutrient Schedule

- **May 2012** – Reg 85 and 31 final; TP and TIN effluent limits effective at permit renewal.

P and Chl to be considered in upstream areas in Basin Hearings:

- **March 2013** – Dischargers begin effluent monitoring.
- **June 2013** – Rio and Arkansas Basins
- **June 2014** – Upper and Lower Colorado Basins
- **June 2015** – South Platte Basin
- **June 2016** – Basic Standards Hearing - TP, TN, and chlorophyll interim values can be reconsidered.

P, Chl, and N to be considered in upstream areas in Basin Hearings:

- **2017** – San Juan and Gunnison Basins
- **2018** – Rio and Arkansas Basins
- **2019** – Upper and Lower Colorado Basins
- **2020** – South Platte Basin
- **2021** – Basic Standards Hearing - TP, TN, and chlorophyll interim values can be reconsidered.

TP, TN, and Chl standards can be considered for all segments through Basin Hearings.

For more information, contact:

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sreeves@brwnncald.com



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: April 19, 2012

SUBJECT: Humane Society of the South Platte Valley – Englewood/Littleton Joint Meeting

I have attached a memorandum from Nick Fisher, CEO of the Humane Society of South Platte Valley (HSSPV), to the city councils of Englewood and Littleton. This memorandum provides and executive summary of the request of the HSSPV for increased funding for animal sheltering services, which will we discussed at the joint meeting of the two city councils on April 23rd.

In addition to Mr. Fisher's memorandum, I have attached a series of memoranda from 2009 that discussed the then pending closure of the Colorado Humane Society and options explored at that time for continuation of animal sheltering services. These 2009 memoranda are intended to provide City Council with background information on the involvement of the cities of Englewood and Littleton in the establishment of the HSSPV. Also attached are memoranda from 2011 and 2012 that discussed the financial and operational concerns of the HSSPV. These memoranda are provided as a reminder to Council of the current situation facing our cities and the HSSPV.

Two other items may be of interest to Council in their deliberations on the funding of the HSSPV:

1. The annual contract cost to the City under our prior agreement with the Colorado Humane was slightly more than \$48,000. However, in addition to contract costs, our cost related to the shelter building, which was owned by the City, averaged \$12,000-\$15,000 per year.
2. Annual revenues from fines related to animal code offenses in 2011 was just under \$10,000. Council may wish to consider whether animal control and sheltering costs could be at least partially offset through an animal licensing program to more directly relate those costs to animal owners.



MEMORANDUM

TO: Honorable Mayors Debbie Brinkman and Randy Penn and Members of the City Councils of Englewood and Littleton

FROM: Nick Fisher, CEO, Humane Society of the South Platte Valley

DATE: April 11, 2012

SUBJECT: Executive Summary
RE: Request for Supplemental Funding for 2012

The purpose of this memorandum is to provide an Executive Summary to the members of the Englewood and Littleton City Councils regarding the Humane Society of the South Platte Valley's request for supplemental funding for 2012 and increased future funding.

Background & History

In early June of 2009, we met with Deputy City Manager Michael Flaherty from the City of Englewood, Deputy City Manager Phil Cortese and City Attorney Suzanne Staiert from the City of Littleton at their request. The purpose of these initial meetings was to make sure we were compatible in moving forward with creating a partnership with the purpose of submitting a proposal at the request of the Colorado Attorney General's Office to assume management of the Colorado Humane Society (CHS). The Colorado Humane Society had been operating under a court ordered custodianship since December of 2008 and the custodian's intent was to liquidate the assets of CHS prior to the end of 2009.

At that time, the parties were aware that the Dumb Friends League (DFL) was interested in purchasing the CHS name but not operating a shelter. We were informed by the city representatives that they had talked with the DFL and several other shelters and various animal welfare agencies and the options of contracting for sheltering services with them was not available, not able to provide the services needed, not available on a long-term basis, too distant and/or cost prohibitive.

From our perspective, there were several concerns in submitting a competing bid to assume management of the Colorado Humane Society. Not only were the legal and financial issues daunting, as a start up organization we did not have the financial resources to overcome any

legal or financial claims or litigations that could or would be made against the new management of CHS.

In late July of 2009, we met with Mike, Phil and Suzanne and based on their discussion with and concurrence from their respective City Councils forming a new humane society was determined to be the most practical direction to take. A formation board of directors was put together and our first board meeting was held in August of 2009. We applied for and received our IRS 501(c)(3) non-profit designation in September of 2009.

We were informed that the cities would be willing to pledge and help with capital funds for start-up and that each council had approved \$100K each for the capital cost related to securing an animal shelter. By the beginning of November 2009, we had negotiated agreements with each city to provide full service sheltering services. During our formation discussions, Phil, Mike and I had also had discussions with Arapahoe County and the City of Centennial about participating financially in the start-up of the new humane society.

In our preliminary financial discussions, we were asked to put together a projected budget. Our original budget projections had each of the four organizations paying \$75K each. At each city's request, we modified the amount of the compensation for services to \$50K each. We felt comfortable that if we had \$200K of government support we could survive the initial start up phase and recruit more agencies to enter into agreements with the humane society.

The cities of Englewood and Littleton requested that we expedite the opening of the shelter, as their relationships and the legal process of the Attorney General's case against the former operators of the CHS were moving toward resolution and the planned dissolution of CHS in late 2009. We moved quickly to lease a building on the Santa Fe Blvd. corridor. We negotiated our building lease the last week of November and December 1, 2009 took possession of the building we currently occupy. We used the capital funds pledged by Englewood and Littleton to retrofit the building to meet state regulations for animal shelters and buy kennels and equipment. Within three weeks of taking possession of the building on Christmas Eve of December of 2009, we opened the shelter and took in the remaining animals from CHS. The custodian of the Colorado Humane Society officially closed that shelter January 1, 2010.

During the entire year of 2010, we negotiated with the City of Centennial to try to reach an agreement to provide sheltering services for the city. In December of 2010, we reached an impasse with the city and our discussions ceased. Since 2009, we have remained patient and continued having discussions with Arapahoe County, which have finally culminated in an agreement to provide sheltering services that will commence on May 1, 2012.

During the two plus short years we have been in operation we realized the vision of a regional animal shelter to provide sheltering services for the municipalities in Arapahoe County. In 2010, we entered into agreements with the cities of Lone Tree and Sheridan. In 2011, we entered into agreements with the Town of Parker, the City of Cherry Hills Village and the Town of Columbine Valley. With the addition of Arapahoe County in 2012, that will bring the total number of agencies that use HSSPV for animal sheltering to eight (8). This will make the Humane Society of the South Platte Valley one of the largest (by number of agencies served) regional animal shelters in the State of Colorado.

Our goal has always been, and remains, to provide an affordable, cost effective option for the city and county governments in Arapahoe County and Northern Douglas County. During our planning, formation and inception, we had no financial or statistical models to be able to accurately forecast financially what it would cost to operate the new humane society. We had educated guesses and estimates about how many animals we would serve each year, but no agency had real statistics other than Englewood. Our original estimates were that we would serve about 3000 animals per year, and we would probably have been relatively close if Centennial and Arapahoe County had participated since our inception. Our actual statistics for 2010 and 2011 are that we serve a little over 2000 animals per year.

With no previous statistical or financial models available, we operated in 2010 and 2011 having no idea what our actual budget would or should be, and what it would actually cost to provide the services of a full service community animal shelter. Without the participation of two of the four key agencies who were going to participate, we found ourselves struggling financially to survive and actually subsidizing a larger proportion of the cost per animal for the governments than we thought we would.

In October of 2010, we asked the City of Englewood and the City of Littleton for financial help. We requested \$25,000 from each city in the form of loans that would be repaid if we finished 2011 in a positive revenue position, which unfortunately we did not. To meet expenses in 2011 we again needed financial assistance. We asked the City of Englewood and the City of Littleton for prepayments on our 2012 agreements, which will diminish our funding for 2012.

During these discussions in September of 2012, we expressed to city officials our concerns about HSSPV's future survival at the current government funding level. At our Board of Directors request, we met with the Mayors and Managers of Englewood and Littleton in November of 2011. We advised them that we were concerned about our future financial viability and we needed the government agencies to pay their actual costs per animal in order for us to be able to survive as a non-profit organization in the current economic climate.

In December, based on the November meeting with the Mayors and Managers, we leased the other side of our building after asking for and receiving assurances from staff at Englewood and Littleton that supplemental funding would be approved for 2012. If we had not taken this step, the space was leased to another tenant, limiting our growth and ability to increase revenues. Our intent is to utilize this space for not only the Spay/Neuter Clinic but also a retail area to sell starter essentials to new adoptive parents, such as food, beds, collars and leashes, and dog and cat kennels. We also have an area in the back of this space to use for indoor dog training, meetings and as an all-purpose area.

Many different aspects of the operation of the shelter have been discussed with the Mayors, Managers and at a study session with the Englewood Council at the beginning of March. At the meeting in November, the Mayors and Managers asked us to provide them with a base budget, which included staffing needed to help us be successful in growing our fundraising and marketing efforts and increasing our volunteer base. The hope was that this would also help provide some cost certainty going forward for the cities of Englewood and Littleton, the largest clients for our services.

Programs & Services

We were asked by the Mayors and Managers to highlight our programs and services for the edification of all the council members to illustrate the value of what the HSSPV provides to the cities, their citizens and the larger community.

When we originally talked about a new humane society, we were asked if we would operate a "No Kill" shelter. We informed those who asked that there is no such thing as a "No Kill" shelter and that the industry language that is used is either "Limited Admission" or "Open Admission". Limited Admission shelters turn animals in need away and Open Admission shelters accept all animals no matter what the circumstance or adoptability. We informed those who asked that we operate an Open Admission shelter and would implement innovative philosophies based on our experiences at previous animal welfare organizations. We promised we would do our best to operate a humane society that saved as many animals as possible.

Enrichment and Socialization Programs

We are a leader not only within the state but also nationally in providing innovative enrichment programs for the animals in our care. Leading research into animal behavior is showing that animals having the opportunity to experience environments that are more natural are less stressed and are less susceptible to sickness and disease.

Our enrichment programs focus on the social nature of dogs, and we provide dogs the opportunity to socialize in a playgroup environment. We

also encourage our volunteers to walk the dogs two or three times a day, which is more than most families exercise their pets at home. We provide a free roaming living room environment for the cats, so potential adopters can see how the cats live in a multi cat environment. This enrichment strategy for cats also reduces stress, which reduces sickness and disease. The major cause of upper respiratory illness in shelter cats is stress.

Our innovative approaches to socialization and enrichment have proven to be very successful, resulting in two consecutive years of a 95% Live Release Rate for all animals that come into the shelter. Our Live Release Rate for dogs is an incredible 99% for the last two years. We would hold our Live Release Rate up to anyone nationally.

Lost & Found

The Humane Society of the South Platte Valley provides a one-stop, central place where citizens in Arapahoe and North Douglas County can find their lost pets. We work with our shelter software provider and Petfinder.com to provide updated lost and found photos on our website.

Adoption Services

We have made an organizational and philosophical commitment to be a rehabilitation shelter. This means we work to socialize and rehabilitate all the animals that come in to our facility to help them overcome medical and behavioral issues that might prevent them from finding a new home if they were at another shelter. Both cities requested that we emphasize saving as many animals in our community as possible, which aligns with our organizational vision.

Our adoption fees include spay/neuter surgery, microchip implant and all vaccinations except the rabies vaccination. We do provide the rabies vaccination for an additional fee due to the cost of the vaccination.

We have also made it our philosophy to try to participate in as many off site adoption events as we possibly can each year. We are typically at two to three events each Saturday through the spring and summer months. This not only provides the benefits of adopting our animals, but is also a great grass roots marketing effort to get our name out into the communities we serve since we have no real marketing or advertising budget to speak of yet.

We entered into a partnership agreement with VCA Animal Hospitals before we even opened our doors in 2009. VCA provides:

- Adoption clients receive a two week limited health guarantee up to \$500
- Low cost emergency veterinary care services for animals brought in by animal control, which is covered in each sheltering services agreement
- Sponsorship funding for all of our events

We understand that building relationships is the key to extending the exposure of HSSPV with a limited marketing budget. We have entered into relationships with great names in the pet retail industry including;

- Petco - Adoptable cats are featured in six (6) Petco stores
- PetSmart - Up until this past month, we one of the first four animal welfare organizations to receive grant funding from PetSmart Charities to staff and operate a dog adoption center inside of the PetSmart in Lakewood
- We participate in quarterly national adoption events at different PetSmart and Petco stores throughout the south metro area
- Chuck and Don's Pet Food Outlet stores – Adoptable cats are featured in the three (3) Chuck and Don's stores

Spay Neuter Clinic

We have operated a reduced cost spay neuter clinic since February of 2010. We offer spay/neuter surgeries for dogs and cats. We staff the clinic with a paid surgical technician and contract with multiple veterinarians to perform the surgeries. We have relocated the clinic to the new side of the building to give it more space and more public access.

Vaccinations and Microchipping Services

We offer reduced cost vaccinations and microchipping to the public. These services are offered during our normal business hours and provide citizens a low cost alternative for getting their pets inoculated or chipped. Microchips are offered to help people relocate their lost pets in the future.

Euthanasia & Disposal Services

HSSPV provides euthanasia and disposal services for pet owners who need to make those end of life decisions. We contract with a pet cremation service company and pet owners can pay to have their pet privately cremated and returned to them.

Fundraising & Events

As a non-profit organization, we understand the need to raise funds outside of what our government agreements provide for our operating budget. We have been successful in the grant arena with grant funding comprising between \$75K and \$100K of our annual budget. We have received grants funds from the Animal Assistance Foundation, Bates Foundation, Best Pets Foundation, Loretta Boyd Trust, PetSmart Charities, the Petco Foundation, the Pedigree Foundation and a few others.

We have held the **Woof and Wag 5K Run/Walk** the past two years. Our participation in the event last year increased 20% from our inaugural year and we increased our revenue by over \$10K last year.

We also held our first dinner/silent auction event last year and the event was quite successful netting over \$12k in revenue. This year we are hosting our inaugural **Woof and Wine** Event at Hudson Gardens on May 17th. We have already arranged to have the majority of the food and wine donated and will have a silent auction at this year's event. We have received many silent auction items, and great sponsors are becoming involved in the event.

Corporate Sponsors

We have established great relationships with some local and national corporate organizations. Besides our partnerships with VCA, and Chuck & Don's Pet Food Outlet (who has made us the primary beneficiary of their charitable work in Colorado). In December 2011, we received \$3700 from their Paw Prints Fundraiser in Colorado), we also work with other corporate partners who do percentage day/adoption event fundraisers for us each year and we continue to reach out for other partners in this category, some of these include;

- Whole Foods
- Chipotle Restaurants
- Famous Dave's BBQ

We have had great success in creating great in-kind and monetary sponsorships for our events with the help of some great local companies (here are a few);

- CAM Marketing
- Famous Dave's BBQ
- Natural Balance Pet Food
- Schomp Honda
- Rely Local Littleton
- Aspen Grove has been a fabulous corporate partner and sponsor. We participate in many events that Aspen Grove hosts each year, including Trick or Treat Street, A Paris Street Market, Momporium and the Spring Fling to name a few. Aspen Grove also is a financial sponsor of all of our events and the venue for the **Woof and Wag 5K Run/Walk** each year

Other **Woof and Wag** event sponsors include;

- 850 KOA
- Mix 100
- Rural Metro Ambulance
- Alta Aspen Grove
- Clif Bar
- Regal Facility Management
- Functional Performance Center
- Boulder Running Company
- Home Again Microchips

- Good Times
- Pepsi
- Starbucks
- Juice Plus
- Qdoba
- As You Wish Petsitters
- Gigi's Cupcakes
- Invisible Fence
- Waste Management

Going Forward

Community Awareness

One of our major goals is to become identified with the communities we serve. Our advertising budget has been very small due to our first priority and need to take care of the animals for whom we are responsible. With in-kind expert support from CAM Marketing, we produced and aired a 30-second cable TV commercial which ran on Comcast for six weeks in December and January. Our hope is to be able to do some more cost effective TV/Cable advertising, such as Channel 8 spots and perhaps more cable spots throughout the year.

Community Outreach

We have added a Volunteer Manager and have already created a more structured volunteer program. We have recruited more volunteers, are providing more training and are now able to calculate our volunteer hours to help us in getting grants and additional funding.

We have also added a Development Manager to increase our ability to get grants, put on events and to enhance our marketing and community outreach efforts. These are both part time positions due to our budget limitations.

Five-Year Plan

During our inception planning, we provided a five-year plan in our initial discussions. Our ultimate goal is to be able to build a new animal shelter to serve the citizens of all of the communities we serve. Our goal is to do this within the next four to five years. We need each city's help in building community awareness about HSSPV. We can't do this alone. If we are all committed to getting the word out about HSSPV, we can achieve our goal of having a shelter built on a successful capital fundraising campaign.

The Humane Society of the South Platte Valley has always viewed our relationships with both the City of Englewood and the City of Littleton as a partnership. As an organization, we are very proud of our accomplishments over the last two years. We also realize that as an organization we have a tremendous amount of work in front of us to be

successful. With the continued support of both the City of Englewood and the City of Littleton, we look forward to the challenges and successes ahead.

In conclusion, we can't thank each and every one of you enough for your support of the start-up of HSSPV. We know that you all believe in having a community animal shelter and that it provides a great deal of value to your citizens.

Besides the financial support you provide as government agencies, we would like to ask for your personal support in helping HSSPV grow. We know you are as proud as we are of what our humane society offers to your citizens. Please give your support by talking about HSSPV to friends, constituents and by supporting us at our fundraising events.

With the increase in staffing and with leasing the adjoining space in our building it would benefit us greatly to receive the supplemental funding as soon as is possible and practical for the cities. Our major fundraising events happen in May and August and we will receive the majority of our grant funding in the last six months of the year. Thank you so much for your continued support of the Humane Society of the South Platte Valley.



MEMORANDUM

TO: Mayor Woodward and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: June 4, 2009

SUBJECT: Colorado Humane Society Update

Last December, the Colorado Attorney General filed a motion with the District Court to install a custodian to manage the operations of the Colorado Humane Society (CHS). That motion was granted and the court appointed the Waverton Group as custodian. Over the past five months, the custodian has managed the operations of the CHS with the stated intent of recruiting and installing a new board of directors who are able and willing to continue the operations of CHS. The custodian recently received court approval to issue a Request for Proposals for party or parties to assume permanent management control of CHS. However, included in the requirements of the RFP is payment of outstanding obligations to creditors, including the custodian, of approximately \$200,000. The RFP was issued on May 29, 2009, with a deadline for submissions of June 30, 2009 and a projected date for turnover of operations by August 1, 2009.

I have been involved with representatives of the City of Littleton in discussions with the custodian and representatives of the State Attorney General's Office regarding the possible outcomes of the RFP. The requirement to assume outstanding obligations is likely to eliminate many, if not all, of the parties that have expressed interest in assuming all of the current operations of CHS, including operation of the shelter. According to the custodian, there is one entity that is willing to pay of the outstanding obligations in exchange for the name and other valuable assets of CHS, however, this entity has indicated no willingness continue operations of the shelter. The court is not likely to accept proposals that do not include meeting outstanding obligations to creditors. If a proposal to assume CHS liabilities is received, even if it means closure of the shelter, the court may opt to accept that proposal.

The representatives of the Attorney General's Office have suggested that the cities of Englewood and Littleton could be granted standing in the proceedings, which we do not currently have, if we were to jointly guarantee payment of the outstanding obligations.

This would allow us to be involved in the selection of a proposer who would agree to continue operations of the shelter. The Littleton City Council has authorized funding of \$100,000 toward this effort. I am requesting that City Council consider a similar action by reserving \$100,000 for the following reasons:

- If the shelter is closed, we will need to either operate the shelter on our own, or find an alternative shelter. The cost of either of these options is unknown, but will certainly be in excess of what we are currently paying to CHS for sheltering services.
- By being involved in the selection of new management of CHS, we can have a voice in operations and cost related to services provided, especially if we share in ownership with Littleton of CHS assets through our assumption the outstanding obligations.
- Initial costs incurred for assumption of CHS liabilities can at least be partially offset through "signing on" of other Arapahoe County jurisdictions, including Arapahoe County, Centennial, Cherry Hills Village, Greenwood Village and Sheridan, as shelter users. In addition, it may be possible, although not probable, to regain some amount from the new CHS management over time. At minimum, the cities should retain an ownership interest in CHS assets.
- If new management for CHS operations, including the shelter, is not achieved, the CHS assets retain value that we can capitalize.

While the alternatives that appear to be available are not great, it is in the community interest for us to maintain an animal shelter in western Arapahoe County. A well operated private shelter appears to be the best alternative for both cities and our citizens.

MEMORANDUM

To: Chief of Police Tom Vandermee
via Commander Gary Condreay

From: Sgt Christian Contos
Code Enforcement Supervisor

Date: June 10, 2009

Subject: Alternatives to Colorado Humane Society animal shelter

Per our previous conversations regarding alternatives to the Colorado Humane Society animal shelter, I attempted to contact several other animal shelters in the area of Englewood. I limited my search to shelters within a few mile radius to maintain reasonable operational efficiency within the Police Department. The purpose is to determine the level of interest, of these shelters, in a potential **long-term** agreement with the City of Englewood for housing animals picked up by our officers. I learned the following:

- ❑ The Dog House, 1011 W. Quincy Ave., 303-781-4577 (in Englewood/average call time about 20-30 minutes). The owner is Jeff Sizemore. He will entertain inquiries regarding his shelter being used for our animal impounds. He states his facility can handle about one or two *healthy* animals per day from our impounds. He does not have clinical services for vaccinations or injured/sick animals, but he partners with Cherrelyn Animal Hospital, 4690 S. Broadway, 303-781-7841.
- ❑ Denver Municipal Animal Shelter, 678 S. Jason St, 303-698-0076 (4 mile drive/average call time about 45 minutes). Facility Director Doug Kelly is out for a week so I spoke with shelter operations manager Frank Boldoe, 303-698-5529. Boldoe does not have the authority to decide on such issues but he states the facility is almost always at capacity and is likely not large enough to accommodate animals from another municipality. A new larger facility is scheduled to open in about two years. The new facility will be able to handle more animals, however he stated the facility would likely turn down a request for long-term contracts.
- ❑ Overland Animal Hospital, 2658 W. Florida Ave, 303-922-5500 (12 mile drive/average call time about 45 minutes). This facility handled CHS impounds during the recent disease outbreak that closed CHS. This facility is not interested in providing sheltering services for municipalities.
- ❑ Max Fund, 1025 Galapago St, 303-595-4917 (7 mile drive/average call time about 45 minutes). This facility does not have enough room or the capabilities to handle

impounds from a municipality. They are not interested in providing sheltering services for municipalities.

- ❑ Rocky Mountain Small Animal Hospital, 1630 E. County Line Rd, 303-347-2637 (7 mile drive/average call time 45 minutes). A message was left asking for a return call.
- ❑ Denver Dumb Friends League, 2080 S. Quebec St., 303-751-5772 (7 mile drive/average call time 45 minutes). A message was left asking for a return call.
- ❑ Table Mountain Animal Center, 4105 Youngfield Service Road, Golden (20 mile drive/average call time about 90 minutes), 303-278-7575. A message was left asking for a return call. As of 2007, Table Mountain was the shelter for nine (9) municipal and county animal control agencies via an Intergovernmental Agreement.
- ❑ Belleview Animal Clinic, 200 W. Lehow Ave., 303-794-2008 (in Englewood/average call time about 20-30 minutes). The facility manager is Dr. Judy Jasek. A message was left asking for a return call.

The above travel times and distances are not only applicable to Code Enforcement Officers, but also to citizens. In order for a citizen to reclaim an impounded animal from a shelter located out of the City, the citizen would also have to drive the distance to the applicable shelter and then drive back to the City. In addition, if the citizen is due a citation upon their arrival to claim an impounded animal, the Code Enforcement Officer makes a second trip to the shelter to serve the citation, which adds additional time to the length of the call.

Based on our conversations with the above shelters, they indicated they were unable to care for our impounded animals for the long term, which would indicate Englewood would ultimately be responsible for handling the disposition of the animal, either through adoption, alternative placement, or euthanasia. This disposition of unwanted animals would likely be at the expense of the City of Englewood. It also appears that none of the shelters would have the ability and/or desire to handle disposal of already dead animals brought in by our officers. Currently the CHS handles the disposal of dead animals brought in to the shelter.

In addition to the above shelters, I also contacted the Metro Denver Shelter Alliance, 303-744-8396. This organization is made up of many local shelters. My intent was to ask for assistance in finding suitable shelters to assist with our animal control needs. I spoke with Executive Director David Gies. He stated the alliance is well aware of the legal issues facing the CHS. His organization has taken a "hands-off approach" to the situation. Further, he stated his organization will not get involved until either a municipality, group of municipalities, or an organized management group decides to take over the business operations of the shelter. Based on my conversation with him, it seems as if most shelters have no desire to become involved with this issue, hence the limited response to my inquiries. I believe he would be a helpful resource for

partnerships and foundations that want to remain involved with animal welfare and/or the CHS.

In addition to the above private shelters, I have included some alternatives to our animal control options. These are possibilities of how the animal control duties in the City of Englewood could be handled:

- ❑ Our primary goal is to work with the court-appointed Custodian in order to maintain the CHS as a viable shelter capable of continuing operations with the City of Englewood. We anticipate that our costs will continue at approximately the same level as we currently are paying.
- ❑ A second option is to find an existing alternative shelter to handle impound operations similar to our current shelter (CHS). Under this scenario, we would anticipate that our costs would increase, possibly significantly. In addition, based on our current responses, we are not confident that we can secure a long-term arrangement.
- ❑ We could join a group of municipalities to operate the shelter as a managing group, with each municipality contributing financially and operationally to the facility. This would take a great deal more research and intercity cooperation.
- ❑ Completely take over the CHS and operate the facility as a City Department, with the current CHS staff becoming City employees. The cost of this option would be approximately \$150,000 to \$200,000 per year. Some of these costs could be offset by providing services to other cities and the county.
- ❑ Discontinue animal control altogether in the City of Englewood and contract to another city, county, or private organization to handle all animal control issues with the City of Englewood. An Internet search showed that there are many wildlife and pest control businesses out there, however it appears that there are no private businesses that handle *domestic* animal control issues.

Animal impound information for Englewood Police Code Enforcement shows the following figures:

2008 Impounds

399 live
110 dead

2009 Impounds (to date)

191 live
39 dead

Please contact me at any time with questions or comments.



MEMORANDUM

TO: Mayor Woodward and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: July 8, 2009

SUBJECT: Animal Shelter Update and Alternatives

As I informed Council during the Study Session of July 6, 2009, the court appointed custodian has extended the deadline for proposals for take over of the Colorado Humane Society from June 30 to July 20. The custodian's request for proposals Request for in late April for party or parties to assume permanent management control of CHS. Included in the requirements of the RFP is assumption of liabilities of \$200,000 and assets, which relate to the "name" and possibly some amount of current and future bequests.

I have been involved with representatives of the City of Littleton in discussions with the custodian and representatives of the State Attorney General's Office regarding the possible outcomes of the RFP. The requirement to assume outstanding obligations is likely to eliminate all but one the parties that have expressed interest in assuming operations of CHS, including operation of a shelter in Arapahoe County – currently at City of Englewood owned facility on S. Platte River Drive. According to the custodian, the court is not likely to accept proposals that do not include meeting outstanding obligations to creditors.

The representatives of the Attorney General's Office have suggested that the cities of Englewood and Littleton could be granted standing in the proceedings, which we do not currently have, if we were to jointly guarantee payment of the outstanding obligations. To that end, the cities of Englewood and Littleton have each appropriated \$100,000 that could be utilized toward preserving an animal shelter in western Arapahoe County.

Since that time, there has been addition discussion among interested jurisdictions including Englewood, Littleton, Centennial, Arapahoe County, Sheridan and Cherry Hills Village, as well as potential proposers and the court appointed custodian. While a number of unanswered questions remain, the current alternatives - some of which have changed from our previous discussion – are presented as follows.

1. Nick Fisher: Mr. Fisher has indicated interest in operating a privately owned but publically accessible animal shelter in western Arapahoe County. Mr. Fisher is the former Executive Director of the Table Mountain Animal Center and Code/Animal Control Supervisor for the City of Wheat Ridge. Originally, Mr. Fisher indicated that he would submit a proposal for acquisition of the Colorado Humane Society. However recently he has suggested that he may be more inclined, due to legal and financial liabilities of CHS, to establish a new non-profit animal welfare/shelter operation.

Advantages: Mr. Fisher has solid animal welfare experience and has developed a business plan that would provide similar animal sheltering services at a similar cost, at least for 2010, for the City of Englewood. In addition, if Mr. Fisher does not require acquisition of CHS name and assets, the \$100,000 that the City has currently appropriated would not be required for repaying CHS debts, but could possibly be used toward an improved animal shelter facility. Mr. Fisher proposes to use the current Englewood owned facility for only a very short period of time, and to either lease or construct, possibly on the two parcels on West Union Avenue owned by the cities of Littleton and Englewood, a new facility. His reasoning is that the existing facility is too small to accommodate the needs of the several western Arapahoe County jurisdictions and that the facility is outdated and inadequate – to the extent that at least representatives of one jurisdiction has stated that their city and citizens would not participate at the current facility. To date, the City Council of Littleton and Arapahoe County Board have both indicated a strong willingness to participate with Mr. Fisher.

Issues: Mr. Fisher has stated that he will need \$200,000 for relocation of the shelter. He is proposing that the funds currently appropriated by Englewood and Littleton be used for that purpose. In addition, he is requesting an additional \$100,000 from participating jurisdictions, which would be credited against operational costs of each of those jurisdictions for start up costs. (In the case of Englewood, our current animal sheltering budget is approximately \$50,000 and it is anticipated that our start of cost contribution would be \$25,000, which would then be credited against the first six months of our operating costs.

Second, capital costs for a full service shelter is likely to be more than the costs listed above. At some point the various jurisdictions may be called upon to contribute towards expansion/improvement of the initial facility, particularly if fund raising is difficult for a new non-profit entity.

Another issue is that the City of Centennial has not yet agreed to participate with Mr. Fisher.

2. Shelby Davis and Susan Fredinburg: Ms. Davis and Ms. Fredinburg have prepared a proposal to be submitted to the custodian and have shared a copy with City staff at both Englewood and Littleton. Ms. Fredinburg is the current, and long-time facility manager of the CHS shelter and Ms. Davis is currently employed as the special events coordinator for the American Humane Society. Ms. Fredinburg has done a great deal to improve conditions and operations of the shelter since the Warrens were removed by the Court. Their proposals includes the continued use of the existing shelter, but requires several improvements for which funding is not identified.

Advantages: The business plan of Davis/Fredinburg proposal indicates that the City of Englewood's level of services and cost for animal sheltering services would continue, at least through 2010, at their current levels.

Issues: The Davis/Fredinburg proposal would require that the funds appropriated by Englewood and Littleton be used to repay CHS debt. In addition, the business plan requires that Englewood, Littleton, Arapahoe County/Centennial, Lone Tree, Sheridan and Cherry Hills Village participate in and utilize the existing shelter, with proposed improvements. Representatives of at least one of the named jurisdictions have indicated that their jurisdiction would not utilize services at the existing shelter. I do not believe that an operator can be successful without the participation of the larger of the above named entities.

3. Denver Dumb Friends League: I met with Bob Rodie, Executive Director of DDFL to discuss their interests related to CHS. Mr. Rodie advised me that DDFL would submit a proposal to the custodian to assume assets and liabilities of CHS. However, he stated clearly that DDFL would provide animal sheltering services at the current shelter only until the using jurisdictions could make other arrangements. The interest of DDFL is to obtain the CHS name and statewide charter to provide animal cruelty investigations. In addition, Mr. Rodie believes that future bequests to CHS may help to offset their costs of repaying CHS debt. However, he also expressed serious concerns with assuming CHS liabilities, particularly legal liabilities.

Mr. Rodie did make two offers. First, he stated that if Arapahoe County jurisdictions would build a shelter to the specifications of DDFL, they would operate it at a set rate for animal impoundments. Second, if the City of Englewood and/or other Arapahoe County jurisdictions decides to operate a municipal shelter that holds animals the legally required time for owner reclamation (seven days under our City Code), DDFL would take any and all animals not claimed after that time. Mr. Rodie also offered to lend assistance with any local jurisdiction or shelter operators that those jurisdictions may contract with in the future in shelter design and some assistance with operational matters.

4. Table Mountain Animal Center: As stated in a prior Study Session, our Code Enforcement staff made contact with the staff at Table Mountain Animal Center were quoted an impoundment cost that, based on our average annual animal impoundments, totaled less than \$40,000. However, since that time, I have contacted Patrick Goff, Wheat Ridge Deputy City Manager and President of the TMAC Board of Directors. Mr. Goff told me that any long-term agreement for shelter service would be dependent on Board approval. He and I also discussed the current plans for construction of the new \$8.5 million TMAC shelter on the Jefferson County Fairgrounds property. Approximately \$3.5 million of the costs of the shelter, being financed through Certificates of Participation, are guaranteed by participating Jefferson County cities through fees collected from animal licenses. Patrick said he did not know what terms the Board would make with a city outside of Jefferson County regarding capital contribution towards the cost of the new facility.

Advantages: Potential lower impoundment rates than Englewood is currently paying CHS, or is like to pay another shelter operator.

Issues: The issues are three-fold. First is the distance and time of staff in transporting animals to TMAC for impoundment and of citizens to reclaim lost pets. Second, there is no certainty that the Board would enter into a long-term agreement. Third, even if an agreement could be reached, there is uncertainty on the amount of funds that might be required in the way of capital contribution towards the new TMAC facility.

5. City operated shelter: We could operate the existing City owned shelter as a operation.

Advantages: The current facility is of adequate size to support our needs and we would not be dependent or subject to the issues with a private operator. We could utilize the offer of DDFL for disposal of unclaimed animals after seven days.

Issues: The cost of operating a municipal shelter will likely be higher, possibly considerably higher, than contracting with a private operator, although some costs could be off-set by providing services for other jurisdictions, at least to the extent that capacity would allow.

The City would have to obtain a state license for operation of an animal shelter and improvements to the facility would likely be required.

City staff will continue discussions with other Arapahoe County jurisdictions and potential shelter operators in order to provide the best possible animal welfare services and related services to our citizens, based on input from City Council. As these discussions proceed, staff will continue to keep Council informed.



City of Englewood

MEMORANDUM

TO: Mayor Woodward and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: July 23, 2009

SUBJECT: Animal Shelter Update – Nick Fisher

At the upcoming Study Session on July 27, Nick Fisher, potential operator of a new Arapahoe County animal shelter, will be present, along with his account Leslie Maisonneuve, to discuss their plans. I have attached information provided by Mr. Fisher that he will discuss with Council during Study Session. Please note that the financial information (spreadsheet) provided by Mr. Fisher is considered proprietary.

Mr. Fisher continues to discuss this proposal with Littleton and Arapahoe County, both of which have indicated initial support, as well other municipalities in Arapahoe County and is seeking support from the City of Englewood. Based on the information provided by Mr. Fisher, his shelter operation can provide similar services to Englewood at a rate comparable to our current annual sheltering expense, although his proposal requests an upfront payment.

Mr. Fisher is working with the City of Littleton and Freedom Service Dogs on plans for locating the shelter on West Union Avenue – adjacent to Freedom Service Dogs, with which he would share facilities and coordinate services and operations to the extent possible. The Englewood owned property at West Union and S. Wyandot, is desirable to Mr. Fisher, and Freedom Service Dogs, as a parking reservoir for both facilities. That property was originally purchased by the City from Xcel Energy as parking for a shelter that was proposed by Colorado Humane Society.



Memorandum

City Manager's Office

TO: Mayor Woodward and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: October 15, 2009

SUBJECT: Humane Society of South Platte Valley -Animal Shelter Proposal

At the upcoming Study Session of October 19, Nick Fisher, Chief Executive Officer of the Humane Society of South Platte Valley (HSSPV), will be present to discuss his proposal to operate a new animal shelter to serve Englewood and Littleton. Copies of Mr. Fisher's letters dated October 8 and October 12 are attached that outline his proposal. In addition, I have attached two agreements (the first for shelter operations and the second for proposed capital contribution) between the City of Littleton and HSSPV that reflect the general form of agreement that HSSPV is seeking with the City of Englewood.

To summarize briefly, the HSSPV proposal requests a capital contribution of \$100,000 for assistance with building and equipment needs for their planned "build to suit" animal shelter on South Santa Fe Circle in Englewood (see map), the proposed terms of which are described in the Littleton agreement. The Agreement for Animal Services describes the services to be provided by HSSPV to the City of Littleton at the proposed annual compensation of \$50,000, which would be capped at that rate for five years. HSSPV proposes to charge at the same rate for the City of Englewood.

As Mr. Fisher indicates in both of his letters, the cities of Englewood and Littleton had set aside funds earlier this year for the purpose of curing outstanding obligations of the Colorado Humane Society, so that a new management team could acquire CHS. However, Mr. Fisher has concluded that acquisition of CHS is not prudent due to potential legal and economic impediments. He is asking that funds be allocated to HSSPV as capital contributions, as described in the Capital Contribution Agreement, for costs related to establishing a new facility. While City Council had authorized reserving funds toward the continued operation of the animal shelter, Council has made no decision on authorizing expenditure of funds.

The terms of the Littleton Animal Shelter Agreement have been reviewed by staff and we have determined that the terms would be reasonable and favorable for Englewood. The proposed annual cost for sheltering services of \$50,000 is in range with our current contract with CHS, which is currently \$46,500, with an annual CPI adjustment. In addition to the current contract fees paid to CHS, the City has responsibility for maintenance of the shelter building, which averages approximately \$12,000/year. A privately operated shelter would eliminate these costs. The agreement also favorably addresses issues involving care and treatment of injured animals that has been a problem under the current agreement.

Staff has explored alternatives for animal sheltering, including self-operation of the shelter and sheltering at locations outside of the City, and determined that while each of these alternatives could provide a temporary solution, neither would provide for a viable permanent solution for sheltering of animals. As Mr. Fisher points out in his letter of October 12, 2009, our Code Enforcement Division impounds approximately 400 animals (and disposes of approximately 200 dead animals) each year. This does not take into consideration the number of animals that are brought to the shelter by our citizens. While the need for a local animal shelter to serve the needs of the community is clear, staff is requesting direction from Council on how to proceed.



City of Englewood

MEMORANDUM

TO: Mayor Woodward and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: September 16, 2009

SUBJECT: Humane Society of South Platte Valley -Animal Shelter Proposal

At the upcoming Study Session of October 19, Nick Fisher, Chief Executive Officer of the Humane Society of South Platte Valley (HSSPV) will be present to discuss his proposal to operate a new animal shelter to serve Englewood and Littleton. Copies of letters dated October 8 and October 12 are attached that outline the proposal. In addition, two proposed agreements that document the proposal, 1) Capital Contribution Agreement, and 2) Agreement for Animal Sheltering.

To summarize, the proposal requests a capital contribution of \$100,000 for assistance with building and equipment needs of a build to suite animal shelter on South Santa Fe Circle in Englewood, the proposed terms of which are described in the Capital Contribution Agreement. The Agreement for Animal Services describes the services to be provided by HSSPV to the City of Englewood at the proposed annual compensation of \$50,000, which would be capped for five years.

November 25, 2009

Richard Block
Custodian for the Colorado Humane Society & S.P.C.A., Inc.
c/o The Waverton Group, LLC,
4101 East Louisiana Avenue
Suite 300
Denver, Colorado 80246

Re: Termination of Animal Housing Services Agreement

Dear Mr. Block:

The purpose of this letter is to formally provide for thirty days notice of termination of the Animal Housing Services Agreement between the Colorado Humane Society and the City of Englewood. Date of termination shall be December 31, 2009.

As we discussed during our meeting of Friday, November 18, 2009, the City of Englewood has contracted with the Humane Society of South Platte Valley (HSSPV) and will initiate operations with HSSPV on or before January 1, 2010. City staff will coordinate with your staff and the staff of HSSPV for the relocation of the City's impounded animals and City owned equipment during the later part of December to ensure that this transition is as seamless as possible.

In addition to the transition of operations to HSSPV, we will cooperate with you in vacating the City owned facility located at 2760 S. Platte River Drive, Englewood, Colorado. While the agreement will be terminated on December 31, we will allow you adequate time to finalize your operations and remove any and all CHS owned fixtures, furniture and equipment. Please inform me of your proposed timing for vacating these premises.

Thank you for your efforts as court appointed custodian for CHS.

Sincerely,

Michael Flaherty, Deputy City Manager

cc: Englewood City Council
Gary Sears, City Manager
Dan Brotzman, City Attorney



Memorandum

City Manager's Office

TO: Mayor Woodward and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: October 20, 2011

SUBJECT: Human Society of South Platte Valley – Financial Update

The Humane Society of South Platte Valley (HSSPV) has requested a pre-payment of \$10,000 against their 2012 sheltering services fee. The request for an advance is based on the HSSPV cash flow projections, a copy of which is attached.

HSSPV Executive Director, Nick Fisher, met earlier this month with Phil Cortese, Littleton Deputy Manager, and me to discuss this request. Mr. Fisher explained that the primary factor in their inability to meet their current year cash flow requirements is that adoption revenue is down substantially due to the economy. Mr. Fisher pointed out that while the HSSPV been able to keep operating expenses well under budget; their adoption revenues have not met expectations. Mr. Fisher requested advance payments of \$10,000 each from the cities of Englewood and Littleton to allow the HSSPV to meet their financial obligations for the remainder of 2012. He has also provided a narrative, also attached, describing their current finance condition and steps that the HSSPV is taking to address the immediate situation. With their government contract payments for 2012 due in January, the cash flow problem will be remedied and the HSSPV board of directors is embarking on a fund raising campaign to better address their current and future financial needs.

The annual \$50,000 sheltering services contract is in the Police Department budget and since the advance payment will be recorded as a 2012 expenses, there is no negative impact on either the Police or General Fund budgets and no requirement for formal City Council action. However, we felt it was important to provide City Council with an update on the HSSPV financial situation.



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: March 1, 2012

SUBJECT: Humane Society of the South Platte Valley – Supplemental Funding Request

The purpose of this memorandum is to summarize a discussion between representatives of the Humane Society of the South Platte Valley (HSSPV) and the cities of Englewood and Littleton regarding the financial condition of HSSPV and its request for supplemental funding.

Background:

On October 20, 2011 Nick Fisher, HSSPV Chief Executive Officer, made a formal request from the cities of Englewood and Littleton for an advance of \$10,000 on their 2012 contract. Mr. Fisher explained that the primary factor for this request was their inability to meet their 2011 cash flow requirements. Mr. Fisher pointed out that while the HSSPV had been able to keep operating expenses well under budget; their adoption revenues did not meet expectations. Mr. Fisher requested advance payments of \$10,000 from each city to allow the HSSPV to meet their financial obligations for the remainder of 2011. He has also provided a review of the 2011 budget that described their current financial condition and steps that the HSSPV was taking to address the immediate situation. Both the cities of Englewood and Littleton agreed and the request was granted by each city in December.

Both Englewood and Littleton officials were concerned with the financial stability of the HSSPV and following the approval of the advance in October, scheduled a meeting on November 18, 2011. In attendance at that meeting were the city managers and mayors from the cities of Littleton and Englewood and Nick Fisher, Executive Director, and two members of the HSSPV Board of Directors.

The group reviewed the current financial situation of the HSSPV and discussed a pending 2012 budget shortfall, projected at \$80,000, and optional long-term remedies. Based on year-end review of the HSSPV budget, the primary reason for the shortfall was that the cost of animal care for Littleton and Englewood, the two largest users of the shelter, are not being fully covered by the annual payments. In addition, due to the financial condition, staffing levels, the HSSPV

personnel must focus almost exclusively on day to day operations of the shelter and are not able to devote sufficient time to the areas of fund raising and development of long term financial viability.

The group requested that Mr. Fisher draft a proposal for funding and submit to the cities of Englewood and Littleton. The group requested that the proposal include actual cost attributable to each city for service provided, as well as funding for dedicated marketing and funding staff. I have attached a copy of Mr. Fisher's 2012 Budget Narrative, along with copies of the HSSPV 2012 Profit and Loss/Budget Statement (as amended to include accurate funding levels from both cities and marketing staffing costs for HSSPV). Also attached are the HSSPV statistics for 2011. The funding proposal is outlined below:

Funding Proposal

- Actual Cost of Service: The cost per animal that Englewood and Littleton are paying is below the actual cost of providing the service. Note from the 2011 statistics that the number of animal cases originated each by Englewood and Littleton are nearly equal and the combined total is nearly 80 percent of the total agency (government jurisdictions) animal cases. It should also be noted that non-agency cases reported in the HSSPV statistics are slightly over 50 percent of the total 2011 cases. Non-agency cases are originated primarily by individual community members that interact with HSSPV, including surrender of pets and delivery of stray animals. While the report does not break down these cases by jurisdiction, due the proximity of the shelter to Englewood and Littleton, those individuals are very likely to reside nearby and are non-agency cases are estimated to be similar in proportion to the governmental agency cases.

During the November meeting with the managers and mayors, it was discussed that the actual cost per animal to HSSPV is much higher than \$200, on which our current contracts are based. HSSPV calculated the actual cost per animal in 2011 based on the number of animal cases, approximately 2000 and the HSSPV budget of \$625,500, resulting in an actual cost per animal in 2011 of \$313. Based on the number of animals that were serviced in 2011 and applying the actual 2011 cost/animal, the actual cost of services for each of the cities in 2012 would be approximately \$91,000, \$41,000 greater than the currently contracted amount of \$50,000. Using that same formula, the other governmental jurisdictions that contract with HSSPV, with the exception of Sheridan, are currently paying very close to the per animal cost of \$313. Without supplemental funding in 2012 from Englewood and Littleton, the HSSPV is facing a cash deficit of approximately \$75,000.

- Related Revenue Issues: In 2009, when HSSPV proposed their original business plan, participating government agencies were projected to fund 25% of an \$800,000 budget, this funding would have been comprised of four agencies (Littleton, Englewood, Centennial and Arapahoe County) paying \$50,000 each. To date two of the agencies who tentatively agreed to contract with the HSSPV have not participated. This has resulted in the HSSPV having a smaller base of revenue and animals to work with. While they have attempted to address this issue through fund raising efforts, the HSSPV current staffing resources have not been able to secure funding to cover the cost of services that are not currently being covered by the participation government agencies.
- HSSPV Board Recommendation: The Board of Directors of the HSSPV came to a consensus that in order to make their organization financially stable they need to ask Englewood and Littleton to fund the proportion of the HSSPV budget based on each city's animal case volume. The participating government agencies currently fund only 22% of the HSSPV 2011 government agency related budget. If Englewood and Littleton increase their contributions in 2012 from \$50,000 to \$91,000 it would raise the government agency revenues to approximately 40% of the total HSSPV budget, which the Board believes to be a sustainable ratio.
- Sharing of Cost by Participating Agencies: The HSSPV will approach other participating government agencies and ask them to pay their fair share of the total costs. As indicated above, the revenue received from other agencies, with the exception of Sheridan is currently close to their proportional usage. HSSPV officials are meeting with City of Sheridan officials in the next few weeks to discuss their contribution. HSSPV will also monitor usage by the other agencies to confirm that they continue to pay their fair share. In addition, HSSPV continues to pursue contracts with other jurisdictions, including Arapahoe County. In the event that additional government participants are brought in, the cost/animal cost could be reduced as long as HSSPV has capacity.
- Options for Generating Additional Revenue: In addition to animal care, the additional funding is proposed to be used to generate revenue that could allow the HSSPV to improve their financial outlook in the future through fundraising and grants. However, with the current economy, the HSSPV has struggled financially. The city officials present at the meeting on November 18, 2011, suggested that the HSSPV provide a budget allocation to for marketing and development efforts.

At this time there are very limited options for Littleton and Englewood for provision of appropriate and proximate services that are currently being provided by HSSPV to our Code Enforcement Division and our community. City staff is very pleased with the services provided by the HSSPV. As stated in Mr. Fisher's narrative, the HSSPV needs to secure and maintain financial stability and he feels that the proposed funding plan is appropriate and necessary at this time. While the proposed supplemental funding for 2012 is substantial, it is based on actual costs and proportional usage by Englewood and Littleton. Staff will continue to work with HSSPV to insure that costs are fair and appropriate and will strongly encourage HSSPV to continue to pursue the participation of other government agencies and other funding sources in order to provide for long-term financial stability as well as fair and stable cost for participating agencies. Staff will also initiate discussions with HSSPV on our respective 2013 budgets to insure that the 2013 contract amount is fair and accurate and to avoid any future supplemental requests.

Humane Society of the South Platte Valley
2012 Proposed Budget Narrative
December 2011

Budget Plan

During our meeting with the City Managers and Mayors of Littleton and Englewood a concept was proposed for determining what our base budget is, and then asking the participating government organizations to fund a percentage of that base budget.

Consensus by the managers, mayors and humane society board and management was the need for additional staff in the areas of fundraising and development and a volunteer manager should be included in our base budget projections.

During the development of this base budget the humane society board felt we needed to expand our spay neuter clinic to be able to generate more revenue. Our board felt that we could accomplish this by exercising our option to lease the B unit of our current facility. This would give our spay neuter operation better visibility within the community and we felt we could market the clinic better to generate more revenue through public surgeries. We have talked with a granting organization about providing some of the funding for the relocation of the clinic to the other unit and have had a positive response.

When we first proposed our original business plan in mid 2009 the cities were projected to fund 25% of an \$800,000 budget, this funding would have been comprised of four agencies paying \$50,000 each. To date two of the agencies who committed to contracting with the humane society have not participated. This has left the humane society scrambling to make up that funding by trying to increase our donations through fundraising events and grants. With the current economy, the humane society has struggled financially and as we all agreed, we need help from the government organizations through increased funding to help stabilize our organization financially.

The consensus of our board was that in order to make the humane society a financially stable organization we needed to ask the cities assistance in funding 40% of the base budget. The cities through their contracts currently fund approximately 20% of our current budget. This proposed budget plan would have Englewood and Littleton increasing their contributions through their agreements in 2012 to \$91,000 each.

There is genuine concern about losing the smaller government agencies if we were to ask them to increase their contracts to reach the 40% level immediately. It would require some of them to double their annual contract amounts. We have not had discussions with any agencies pending the meetings with the city's of Englewood and Littleton. Our goal is to gradually increase the contract amounts of the smaller agencies over time (hopefully by 2014) to reach the 40% objective.

Our ultimate goal is to be able to start working towards building a new shelter. In order to achieve that vision and dream we need to cultivate donors to participate in a capital campaign. We all feel that the south Denver and Arapahoe County and North Douglas County communities would support us in a capital campaign. We need to be able to show financial stability and we feel that this is the best plan to help us to this. The immediate goal is to be able to build community awareness and run our operation without having to deal with the cash flow crises and worry about our year-to-year survival.

Income

Appeals-Two appeals have been budgeted. Both appeals are projected to make \$10,000 each. One appeal is projected to happen in the spring and the other in the fall.

Contributions-Actual contributions in 2011 were generally over \$5000 per month. With the addition of a Development Manager we are projecting that \$5500 per month should be easily achieved.

Grants-With the addition of a Development Manager our hope is that we can increase our grant funding. Grants have a great opportunity for growth. Four grants have been included in the budget; Bates (\$10-15K), Tiger Tree Foundation (\$15K), PetSmart Charities (\$38K) and the Best Pets/Prince Foundation (\$15K) plus one other grant for \$10K, which comprises the \$93,000, budgeted.

Events – A spring fundraiser is projected to make \$20,000 and the Woof and Wag is projected to make \$30,000.

Government Contracts –See the narrative above.

Program Service Revenue – Adoption Revenue is projected at \$12000 per month. In 2010 we averaged over 100 adoptions per month. In 2011, our adoptions dropped to 88 per month. We are hoping with the addition of staff to help with marketing and volunteers that we will build more positive community awareness, which will increase our adoption numbers.

S/N Income is projected at \$4000 per month, with the addition of the B Unit of the building and a grant to help relocate our S/N Clinic to the other unit to help bring in more public surgeries per month. \$4000 per month equates to 14 public surgeries per week.

Microchip and Vaccine Revenues are projected to be slightly higher than 2011 based on more public surgeries and the opportunity to provide these services to more customers.

Retail Sales are projected to be much higher at \$2000 per month. This is based on the board and management's desire to put more focus and emphasis on retail sales of pet related goods and apparel. With the utilization of more volunteers via the Volunteer Manager we hope to increase this income area dramatically.

Other Program Service Revenue line items are projected to be close to or the same as 2011 budget numbers. The exception is Surrender Income where we have seen a slight increase over what was budgeted for 2011.

Cost of Sales

Appeal Expenses -\$1500 has been projected for each appeal.

Event and Merchandise – \$5000 is budgeted for a spring fundraiser and \$10,000 for Woof and Wag expenses. \$800 per month is being budgeted for the purchase of merchandise, collars, leashes, etc.

Expenses

Shelter Expenses – Most shelter expenses remain at 2011 budget levels. Expenses will increase slightly for Outside S/N Expense and Clinic Medical Supplies due to the increase in surgeries.

Payroll Expenses – Additional positions were added in the base budget. A part time Development Manager, a part time Volunteer Manager and making the Surgical Technician a full time position.

Occupancy – We are looking at leasing the B Unit of the building to enhance our S/N Clinic and provide additional office and retail space for our operation. The monthly lease payment for the building is estimated to increase to \$8,000 per month. Utilities would increase to \$1500 per month with the additional space. The storage trailer, trash and other occupancy expenses are budgeted in line with the 2011 amounts.

Office Expense – Bank/CC Fees are budgeted at \$500 per month. Sales Taxes have been increased based on higher merchandise sales. All other office expenses were kept at 2011 budget levels.

Insurance – This is our general liability, auto and our umbrella policies, which are being budgeted at the same levels as 2011. Our health and dental insurance costs are projected to be about \$4500 a month by adding an extra full time employee.

Professional Fees – This would include adding an accounting service at \$500 a month and the payroll service.

Humane Society of the South Platte Valley
Profit & Loss Budget Overview
January through December 2012

	Jan 12	Feb 12	Mar 12	Apr 12	May 12	Jun 12	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	TOTAL Jan - Dec 12
Income													
Contributions and Grants													
Appeals					10,000.00					10,000.00			20,000.00
Contributions	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	66,000.00
Events					20,000.00			30,000.00					50,000.00
Grants	28,000.00	3,000.00	3,000.00	13,000.00	3,000.00	3,000.00	3,000.00	3,000.00	13,000.00	3,000.00	3,000.00	18,000.00	96,000.00
Total Contributions and Grants	33,500.00	8,500.00	8,500.00	18,500.00	38,500.00	8,500.00	8,500.00	38,500.00	18,500.00	18,500.00	8,500.00	23,500.00	232,000.00
Government Contracts													
City of Cherry Hills Village	5,250.00												5,250.00
Town of Parker	21,000.00												21,000.00
Town of Columbine Valley	500.00												500.00
City of Sheridan			10,000.00										10,000.00
City of Lone Tree	5,500.00												5,500.00
City of Englewood - 40%	91,000.00												91,000.00
City of Littleton - 40%	91,000.00												91,000.00
Total Government Contracts	214,250.00		10,000.00										224,250.00
Program Service Revenue													
Adoptions	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	144,000.00
Redemptions	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
Daily Care	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,400.00
Surrender	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	16,800.00
Euth/Disposal	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	3,900.00
Microchip	200.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,500.00
Spray/Neuter	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00
Vaccines	500.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	8,750.00
Retail Sales	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00
Total Program Service Revenue	22,375.00	22,725.00	22,725.00	22,725.00	22,725.00	22,725.00	22,725.00	22,725.00	22,725.00	22,725.00	22,725.00	22,725.00	272,350.00
Total Income	270,125.00	31,225.00	41,225.00	41,225.00	61,225.00	31,225.00	31,225.00	61,225.00	41,225.00	41,225.00	31,225.00	46,225.00	728,600.00
Cost of Goods Sold													
Appeal Expense					1,500.00						1,500.00		3,000.00
Event Expense					5,000.00			10,000.00					15,000.00
Merchandise Expense	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	9,600.00
Total COGS	800.00	800.00	800.00	800.00	7,300.00	800.00	800.00	10,800.00	800.00	800.00	2,300.00	800.00	27,600.00
Gross Profit	269,325.00	30,425.00	40,425.00	40,425.00	53,925.00	30,425.00	30,425.00	50,425.00	40,425.00	40,425.00	28,925.00	45,425.00	701,000.00

Humane Society of the South Platte Valley
Profit & Loss Budget Overview
January through December 2012

	Jan 12	Feb 12	Mar 12	Apr 12	May 12	Jun 12	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	TOTAL Jan - Dec 12
Expense													
Shelter Expense													
Auto	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Cleaning Supplies	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Clinic Medical Supplies	1,000.00	1,000.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,000.00
Outside Spay/Neuter Expense	2,500.00	2,000.00	2,000.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	26,250.00
Emergency Vet Services	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	10,800.00
Equipment	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Microchip Supplies	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	11,000.00
Misc	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Uniforms	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Vaccines and Medicine	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	20,400.00
Total Shelter Expense	7,025.00	7,025.00	7,725.00	7,975.00	7,975.00	7,975.00	7,975.00	7,975.00	7,975.00	7,975.00	7,975.00	7,975.00	93,550.00
Payroll Expenses													
Salaries and Wages	26,600.00	26,600.00	39,850.00	26,600.00	26,600.00	26,600.00	26,600.00	26,600.00	26,600.00	26,600.00	39,850.00	26,600.00	345,700.00
Payroll Taxes	2,660.00	2,660.00	3,985.00	2,660.00	2,660.00	2,660.00	2,660.00	2,660.00	2,660.00	2,660.00	3,985.00	2,660.00	34,570.00
Total Payroll Expenses	29,260.00	29,260.00	43,835.00	29,260.00	29,260.00	29,260.00	29,260.00	29,260.00	29,260.00	29,260.00	43,835.00	29,260.00	380,270.00
Occupancy													
Storage Trailer Rental	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
Facility Lease	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	96,000.00
Repairs and Maintenance	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Trash/Disposal	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Utilities	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
Total Occupancy	10,230.00	10,230.00	10,230.00	10,230.00	10,230.00	10,230.00	10,230.00	10,230.00	10,230.00	10,230.00	10,230.00	10,230.00	122,760.00
Office Expense													
Sales Tax			600.00			600.00			600.00			600.00	2,400.00
Bank/CC Fees	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Dues and memberships	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00
Office Supplies	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Postage and Shipping	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Telephone	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
Total Office Expense	1,700.00	1,700.00	2,300.00	1,700.00	1,700.00	2,300.00	1,700.00	1,700.00	2,300.00	1,700.00	1,700.00	2,300.00	22,800.00
Insurance													
Auto Insurance	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
D&O Insurance	1,500.00												1,500.00
General Liability Insurance	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
Health Insurance	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	54,000.00
Umbrella Insurance	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
Workers Compensation Insurance	839.00	839.00	839.00	839.00	839.00	839.00	839.00	839.00	0.00	0.00	0.00	839.00	7,551.00
Total Insurance	7,719.00	6,219.00	6,219.00	6,219.00	6,219.00	6,219.00	6,219.00	6,219.00	5,380.00	5,380.00	5,380.00	6,219.00	73,611.00
Professional Fees													
Accounting	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	7,800.00
Total Professional Fees	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	7,800.00
Total Expense	56,584.00	55,084.00	70,959.00	56,034.00	56,034.00	56,634.00	56,034.00	56,034.00	55,795.00	55,195.00	69,770.00	56,634.00	700,791.00
Net Income	212,741.00	-24,659.00	-30,534.00	-15,609.00	-2,109.00	-26,209.00	-25,609.00	-5,609.00	-15,370.00	-14,770.00	-40,845.00	-11,209.00	209.00

Agency Outgoing Stats Summary For Date: 1/1/2011 To 12/8/2011

Report Generated: Thursday, December 08, 2011 7:57:27 PM

Type	Status	Cherry Hills Village Animal Control	Englewood Code Enforcement	Littleton Animal Control	Lone Tree Code Enforcement	Sheridan Code Enforcement	Town Of Columbine Valley	Town Of Parker Animal Services	Non Agency	Total
Bird	Adopted Offsite	0	0	1	0	0	0	0	0	1
	DOA	0	1	0	0	0	0	0	0	1
	Euthanized By Offsite Vet	0	0	0	0	0	0	0	1	1
Total Bird		0	1	1	0	0	0	0	1	3
Bird (Wildlife)	DOA	0	3	10	0	0	0	0	0	13
	Euthanized	0	1	0	0	0	0	0	0	1
Total Bird (Wildlife)		0	4	10	0	0	0	0	0	14
Cat	Adopted	0	3	0	0	2	0	1	27	33
	Adopted Altered	0	1	0	0	3	0	0	9	13
	Adopted Offsite	0	6	2	0	3	0	1	113	125
	Adopted Offsite (Altered)	0	5	1	0	1	0	2	41	50
	DOA	1	21	24	0	0	0	0	2	48
	DOA - Final Disposition	0	6	0	0	0	0	0	0	6
	Euthanized	0	6	1	0	8	0	4	71	90
	Euthanized By Offsite Vet	0	1	0	0	0	0	1	0	2
	Reclaimed	0	6	2	0	0	0	2	10	20
	Transfer Out	0	1	0	0	0	0	0	5	6
Total Cat		1	56	30	0	17	0	11	278	393
Dog	Adopted	3	11	9	1	6	0	9	104	143
	Adopted Altered	1	24	10	0	5	0	11	55	106
	Adopted Offsite	1	4	5	0	1	0	6	83	100
	Adopted Offsite (Altered)	0	11	4	0	2	0	2	45	64
	Adopted Unaltered	0	0	0	0	0	0	0	2	2
	Agency Transfer Out	0	1	0	0	0	0	0	0	1
	DOA	0	5	1	0	2	0	0	4	12
	DOA - Final Disposition	0	0	0	0	0	0	0	1	1
	Escaped	0	0	0	0	0	0	1	0	1
	Euthanized	0	5	0	0	0	0	1	31	37
	Euthanized By Offsite Vet	0	0	0	0	1	0	0	1	2
	Reclaimed	4	115	70	14	21	1	26	58	309
	Transfer Out	1	4	3	0	1	0	2	32	43
Total Dog		10	180	102	15	39	1	58	416	821
Ferret	Adopted Offsite	0	0	0	1	0	0	0	0	1
Total Ferret		0	0	0	1	0	0	0	0	1

12/8/2011

Guinea Pig	Adopted Offsite	0	0	0	0	0	0	0	2	2
Total Guinea Pig		0	0	0	0	0	0	0	2	2
Kitten	Adopted	0	0	0	0	0	0	0	7	7
	Adopted Altered	0	6	2	1	0	0	1	49	59
	Adopted Offsite	0	1	0	0	0	0	0	6	7
	Adopted Offsite (Altered)	0	2	8	0	0	0	1	69	80
	Adopted Unaltered	0	0	0	0	0	0	3	3	6
	Euthanized	0	1	0	0	0	0	0	0	1
	Euthanized By Offsite Vet	0	0	0	0	0	0	0	1	1
	Reclaimed	0	0	0	0	0	0	0	1	1
Total Kitten		0	10	10	1	0	0	5	136	162
Mammal	DOA	3	19	114	0	5	0	0	0	141
	DOA - Final Disposition	0	6	0	0	0	0	0	0	6
	Euthanasia In Field	0	1	0	0	0	0	0	0	1
	Euthanized	0	0	1	0	0	0	0	0	1
Total Mammal		3	26	115	0	5	0	0	0	149
Puppy	Adopted	0	0	0	0	0	0	0	16	16
	Adopted Altered	0	4	1	0	2	0	2	62	71
	Adopted Offsite	0	0	0	0	0	0	0	19	19
	Adopted Offsite (Altered)	0	3	1	0	1	0	2	106	113
	Adopted Offsite (Unaltered)	0	0	0	0	0	0	0	7	7
	Adopted Unaltered	0	0	0	0	0	0	0	2	2
	Euthanized	0	0	0	0	0	0	0	1	1
	Euthanized By Offsite Vet	0	0	0	0	0	0	0	1	1
	Reclaimed	0	2	2	1	1	0	1	2	9
	Transfer Out	0	1	0	0	0	0	0	13	14
	Unassisted Death	0	0	0	0	0	0	0	3	3
	Unassisted Death - In Foster	0	0	0	0	0	0	0	5	5
Total Puppy		0	10	4	1	4	0	5	237	261
Rabbit	Adopted Altered	0	0	0	1	0	0	0	0	1
Total Rabbit		0	0	0	1	0	0	0	0	1
Reptile	Transfer Out	0	1	0	0	0	0	0	0	1
Total Reptile		0	1	0	0	0	0	0	0	1

Reptile (Wildlife)	DOA	0	0	2	0	0	0	0	0	2
Total Reptile (Wildlife)		0	0	2	0	0	0	0	0	2
Rodent	Adopted Offsite	0	0	0	0	0	0	0	1	1
Total Rodent		0	0	0	0	0	0	0	1	1
Total All Animals		14	288	274	19	65	1	79	1071	1811

12/8/2011

MEMORANDUM



TO: City Council

THROUGH: Gary Sears, City Manager

THROUGH: Rick Kahm, Director of Public Works

THROUGH: Dave Henderson, Engineering/Capital Projects Administrator

FROM: Larry Nimmo, Field Operations Administrator

DATE: April 18, 2012

SUBJECT: UNION AVENUE CONCRETE PAVING PROJECT

Public Works expects to present a motion to award the Union Ave. Paving project contract in the amount of \$162,335 at the May 7 City Council Meeting. After notifying the contractor that they were the apparent low bidder and that we intended to award them the contract, the contractor immediately approached staff with a value-engineered proposal that could potentially save the City between \$10,000 - \$15,000.

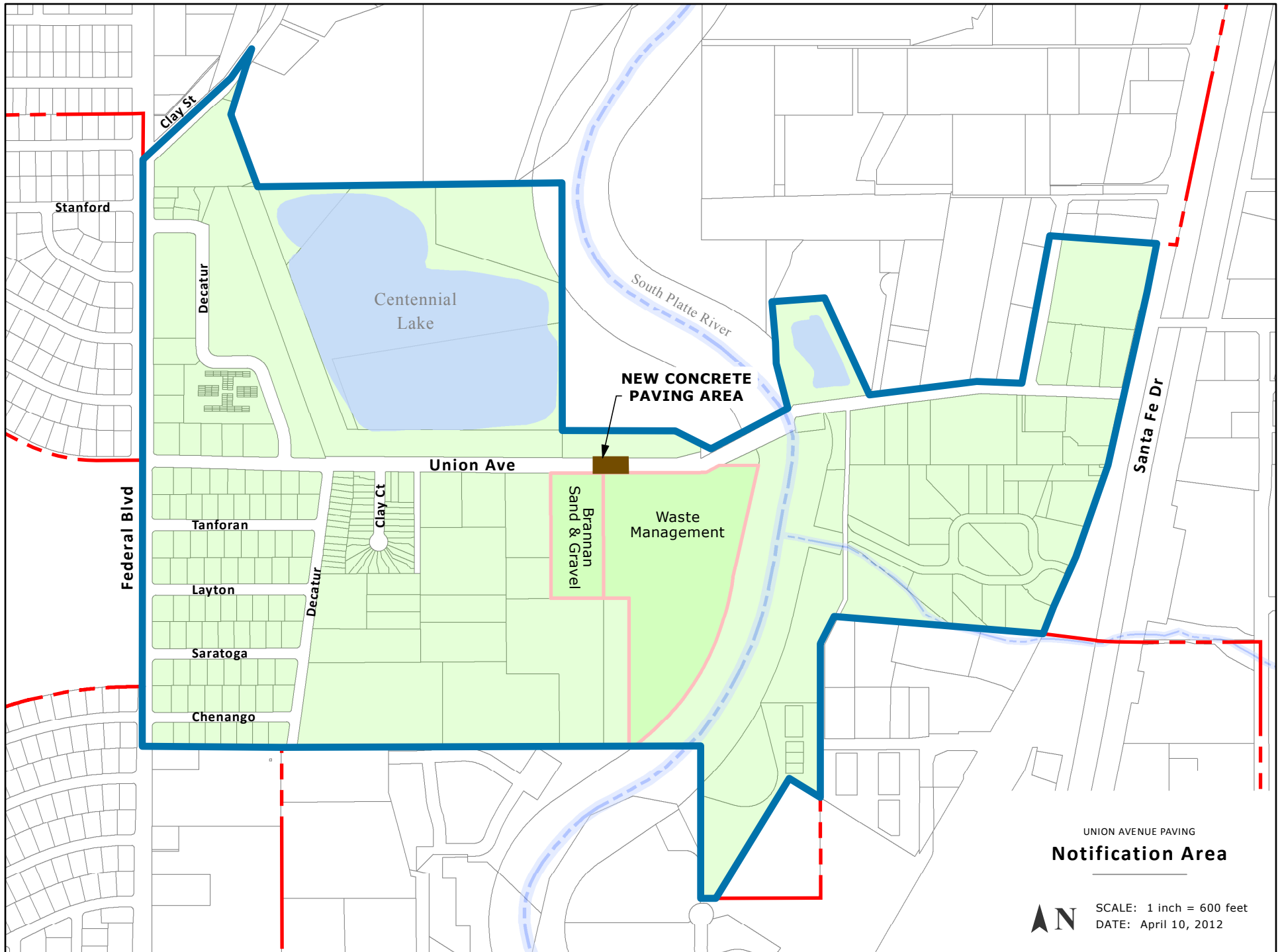
The premise of this proposal is to substantially complete this project over one weekend by completely closing Union Ave. This closure would begin at 7:00 p.m. Friday, May 18, and last until Monday, May 21, at 5:00 a.m. With the full closure of Union Ave., the contractor will pour the entire section of concrete in two days with concrete mix designed for opening in 24 hours. To achieve these projected savings, this plan will (one) reduce the asphalt patching quantities as most of the asphalt originally scheduled provided for temporary lane configurations; and (two) lower construction observation costs by half by performing all of the work over one weekend, instead of two weeks as anticipated.

Attached to this memorandum is a map of the work zone and notification area along with the draft notice we intend to mail, with Council's approval. Both companies impacted by the work zone will be able to remain open during this short-term closure. Brannan Concrete generally only operates until noon on Saturdays and will have the only trucks exiting to the west. Waste Management also works on a reduced schedule on Saturdays, and their trucks will be able to continue their normal route to Santa Fe.

Staff believes the advantages of accepting this value-engineering proposal provides for the least amount of disruption to the traveling public, as well as an opportunity to realize a cost savings of up to 10%.

Staff will attend the City Council Study Session on April 23 to discuss the proposed plan.

Attachments: Notification Area Map
Draft Notification



UNION AVENUE PAVING
Notification Area



SCALE: 1 inch = 600 feet
DATE: April 10, 2012



City of Englewood
Department of Public Works

UNION AVENUE PAVING PROJECT



Roadway reconstruction on Union Avenue at Waste Management and Brannan Concrete will begin soon. This road is due for some much-needed rehabilitation.

To accomplish this project in the most efficient manner Union Ave. will be closed for one weekend. Currently this project is scheduled to start on Friday May 18 with the full closure of Union Ave. after 7:00P.M. and will remain closed until 5:00A.M. Monday, May 21. It has been determined that a full closure is the most effective means to reduce noise, traffic and other construction related impacts on the public.

There are currently "No Truck" signs posted on Union Ave., between Federal and Decatur. Those signs will be bagged temporarily during construction to accommodate the rerouting of truck traffic. However, once construction is complete the "No Truck" restriction in that area will again be in effect.

Complete construction or potential weather-delay updates will be available on the City of Englewood website as we get closer to the start of construction.

Please visit: www.engagewoodgov.org. Questions and concerns may be directed to the Public Works Department at 303-762-2500. We appreciate your patience and cooperation during this construction.



Memorandum

TO: Gary Sears, City Manager ✓
FROM: Jerrell Black, Director of Parks and Recreation ✓
DATE: April 18, 2012
RE: Duncan Park Design Presentation at April 23rd Study Session

I, along with Dave Lee, Manager of Open Space, and representatives from Britina Design Group, will be attending the Study Session on Monday, April 23rd to give City Council an update on the Duncan Park Design process. Attached are some elements that describe the process and final design that we will be discussing with City Council that night.

Please let me know if you have any questions.

JB/ds

Duncan Park/4.23.12 CC Design Presentation
Attachments (1)

Duncan Park Improvements

Design Summary

April 2012





CITY OF ENGLEWOOD DUNCAN PARK IMPROVEMENTS

This booklet is a summary of the process and steps involved in the Duncan Park Master Plan & Improvements. Utilizing graphics and written summaries, the booklet presents an overview of the project, the involvement that lead to the final Master Plan, and the incremental steps and decisions made along the way.

Duncan Park Improvements

- 1 Project Background**
- 2 Public Outreach**
- 3 Next Steps**



1 Project Background

The Duncan Park Improvement Project was begun in late summer 2011, after the City of Englewood received grant funding to complete a Master Plan for the new park improvements.

CITY OF ENGLEWOOD DUNCAN PARK IMPROVEMENTS



1 Project Background *Existing Conditions*

The existing conditions were documented through a site analysis performed in late summer 2011.



CITY OF ENGLEWOOD DUNCAN PARK IMPROVEMENTS



2 Public Outreach

Reaching out to stakeholders, surrounding neighbors, the public and City of Englewood representatives was the foundation of the design process. Through extensive outreach and participation, the final Master Plan was refined and adjusted to reflect the needs and perspectives of the Englewood community.

CITY OF ENGLEWOOD DUNCAN PARK IMPROVEMENTS



Project Info Cards

- Over 900 Info Cards Distributed Door-to-Door Within 1/2-Mile+ Radius of Park
- Additional Cards Available at Senior Center and Recreation Center

2

PUBLIC INPUT

OPPORTUNITIES FOR INPUT & DIRECTION

Duncan Park is a **NEIGHBORHOOD PARK**. Designed to function as a walkable public park for neighbors within an approximate 1/2-mile radius, it is meant to serve the needs and reflect the perspectives of local residents.

In order to understand the types and character of improvements that would have the most value to local residents, our team began to gather neighborhood input in August, 2011.

1

OPEN HOUSES

The open houses are an opportunity to help shape the final look and feel of the new park improvements. Open houses will be in the 4th South School Library, 4801 S. Pennsylvania St., Englewood, CO 80113. The open houses will be held at 10:00 AM from September 10-11, 2011 to review the design and provide feedback. Please call 303.446.6946 for more information.

10.25.2011 - Conceptual Designs - 6-8pm
11.17.2011 - Final Design - 6-8pm

2

ON-LINE SURVEY

The on-line survey will be open from Friday, September 16 to Saturday, October 1. The on-line survey questions will help the design team understand the ideas, thoughts and potential concerns regarding the park improvements. The survey link is: <http://www.surveymonkey.com/s/DuncanPark>

3

PARK INFO POINT

The park info point will have copies of the on-line survey, posted ideas for the public open houses, and other important information regarding the park improvements. The design team will be stationed at the park info point on the following dates/times:

9.17.2011 - Noon-10pm
9.27.2011 - 4pm-7pm

Project Info Cards

- Over 900 Info Cards Distributed Door-to-Door Within 1/2-Mile+ Radius of Park
- Additional Cards Available at Senior Center and Recreation Center

Park Sign & Info Point

- 2 Park Info Points Held (9.17 & 9.27)
- Approximately 20 People Attended Each
- Paper Survey Pick-Up & Drop-Off Location

On-Line & Paper Survey

- Available for 3 Weeks
- Over 50 Responses

Project Website

www.engagewoodgov.org
(check under the "Community" tab for info)

Duncan Park Improvements
City of Englewood, Colorado

Public Outreach & Input

OPPORTUNITIES TO PROVIDE FEEDBACK & DIRECTION FOR THE DUNCAN PARK IMPROVEMENTS

Duncan Park IMPROVEMENTS

10.25.11

11.17.11

PUBLIC OPEN HOUSE #1

PUBLIC OPEN HOUSE #2

OPEN HOUSES

The open houses are an opportunity to help shape the final look and feel of the new park improvements. Open houses will be in the Duncan Park school.

Open House #1 - Conceptual Designs
10.25.2011

Open House #2 - Final Design
11.17.2011

ON-LINE SURVEY

The on-line survey will be open from Friday, September 16th to Saturday, October 1st. The on-line survey questions will help the design team understand the ideas, thoughts and potential concerns regarding the park improvements. The survey link is: <http://www.surveymonkey.com/s/DuncanPark>

PARK INFO POINT

The park info point will have copies of the on-line survey, posted ideas for the public open houses, and other important information regarding the park improvements. The design team will be stationed at the park info point on the following dates/times:

Saturday, September 17th - 4:00p-10:00p
Sunday, September 27th - 4:00p-7:00p

CONTACT INFORMATION

City of Englewood
205.446.6946

Design Team
205.446.6946

WEBSITE & SURVEY LINKS

www.engagewoodgov.org
(check under the "Community" tab for info)

<http://www.surveymonkey.com/s/DuncanPark>



Duncan Park Improvements - Englewood

[illegible]

Duncan Park Improvements

During the first open house, the background information was presented to the participants, and the preliminary design options displayed. Open house attendees were asked to select their preferred design option, as well as provide feedback and direction regarding their ideas and preferences.

CITY OF ENGLEWOOD DUNCAN PARK IMPROVEMENTS



7 CONCEPT 'A'

CONCEPT 'A' OVERVIEW

Using a mix of the western school site, Option A moves the active use of the park (basketball court, playground) to a central location. A concrete pathway allows visitors access to the active use area, and a larger paved area allows the active use area for small events and parking. To support movement around and through the site, the existing perimeter concrete sidewalk is widened to 6-8 feet, and connected along the southern half of the park. The existing perimeter concrete sidewalk is widened to 6-8 feet, and connected along the southern half of the park. Additional trees and several new planted beds add shade, color and visual interest to the paved areas.



Duncan Park Improvements
City of Englewood, Colorado

7 CONCEPT 'B'

CONCEPT 'B' OVERVIEW

Concept B roughly follows the existing location of the active park elements, keeping both the playground and basketball court in the southern half of the site. In addition to improving the existing use of the site, Option B includes some additional amenities, including a shaded, detached and winding perimeter walkway. Shaded seating and some additional amenities, including a shaded, detached and winding perimeter walkway. Shaded seating and some additional amenities, including a shaded, detached and winding perimeter walkway. Shaded seating and some additional amenities, including a shaded, detached and winding perimeter walkway.



Duncan Park Improvements
City of Englewood, Colorado

7 CONCEPT 'C'

CONCEPT 'C' OVERVIEW

Concept C is the most elaborate and amenity-rich option. Building on the same footprint as Option A, Option C expands on the amenities of Options A & B to include a tennis, two small custom tables, colored painting table, wooden play area, a themed playground with water table for specialized equipment, and a large detached walk that runs along the perimeter of the site and is accented with periodic shade and landscape trees. Within the paved space of the central active area, there is also an opportunity to place a public art piece.



Duncan Park Improvements
City of Englewood, Colorado

Design options A, B & C were presented at the first public open house. Open house attendees used sticker dots to select their preferred plan.



CITY OF ENGLEWOOD DUNCAN PARK IMPROVEMENTS

DUNCAN PARK PLAN

FINAL DESIGN PLAN OVERVIEW

Using the feedback from the first Open House, we have taken the preferred conceptual design and refined it according to public comment and direction. Building on the original "Option B" plan, we have refined the active use area to include a playground space for 2-5 & 5-12, finalized the size and location of the basketball/sport court, reduced the size of the shelter, and added a restroom.

Linking together the active uses is a promenade-like plaza space accented by a large memorial tree planted in a round seat wall. Additional seat walls help to enclose the playground space and provide flexible seating and gathering within the active zones.



Duncan Park Improvements
City of Englewood, Colorado

2

Public Outreach Public Open House 11.17.2011

During the second public open house, the final draft conceptual design plan was presented. Open house attendees were asked to provide feedback and direction regarding the design and the potential playground elements.



CITY OF ENGLEWOOD DUNCAN PARK IMPROVEMENTS

DUNCAN PARK PLAN

REVISED FINAL DESIGN PLAN

The final design for Duncan Park reflects the needs and preferences of the community for a park that is useful, beautiful and responsive to the character and feeling of the community. Changes to the final plan include adjustments to the concrete sidewalk at the southwest corner of the site, as well as the final playground design elements.

Overall, the final plan is a reflection of community direction and commitment to creating a park that the neighbors and residents can be proud of and excited to see completed.



Duncan Park Improvements
City of Englewood, Colorado

2

Public Outreach Public Open House 04.10.2012

During the final open house, revisions to the final design were presented, and the final playground design displayed for comment. The final timeline for park improvements and construction was also discussed during this last open house.

CITY OF ENGLEWOOD

DUNCAN PARK IMPROVEMENTS



3 Next Steps



May 2012

Existing School Removal

Fall 2012

GOCO (Great Outdoors Colorado) Grant Application

Feb/March 2013

Arapahoe County Open Space Grant Application

Summer 2013

Begin Construction Documentation

2014

*Project Construction***

***Potential phasing of construction depending on grant awards*

Final Design– April 2012



Cost Estimate – April 2012

Site Work	\$111,700
<i>Mobilization, Erosion Control, Tree Protection, Demolition & Removal, Grading/Earthwork</i>	
Concrete Paving	\$ 96,100
<i>Sidewalks, Ramps, Edging, Curb & Gutter Repair</i>	
Specialty Hardscape & Seat Walls	\$121,600
<i>Color Concrete Plaza, Plaza Promenade Pavers, Brick Seat Walls</i>	
Structures	\$218,500
<i>24' x 24' Custom Picnic Shelter, Custom Restroom Facility with Drinking Fountain</i>	
Play Facilities	\$347,500
<i>Playground Equipment, Playground Rubber Surfacing, Sport Court, Horseshoe Pits</i>	
Furnishings	\$ 42,900
<i>Picnic Tables, Grills, Benches & Trash Receptacles</i>	
Site Lighting	\$ 47,200
<i>Seat Wall Lighting, Tree & Sign Uplighting</i>	
Landscape Improvements	\$129,200
<i>Trees, Shrubs, Perennials, Ornamental Grasses, Mulch, Turf Sod, Landscape Boulders</i>	
Irrigation Improvements	\$ 67,200
<i>Entire Irrigation System Replacement</i>	

TOTAL ESTIMATED CONSTRUCTION COSTS IN 2012 DOLLARS

\$1,181,900

*(Including 15%
Contingency to
Allow for Potential
Increases in Costs
Between 2012
And 2014)*

Potential Project Phasing – April 2012

Phase I

Removal of the existing playground and basketball court and installation of the new playground and sport court and repair of the existing landscaping and irrigation system as necessary to accommodate the improvements.

- **Site Work (Mobilization, Erosion Control, Tree Protection, Demolition & Removal)**
- **Play Facilities (Playground Equipment, Playground Rubber Surfacing, Sport Court)**

Phase II

Removal of the existing sidewalks, implementation of grading/earthwork operations and installation of all necessary underground utilities, sidewalks, furnishings, landscaping and irrigation system for the entire park site.

- **Site Work (Mobilization, Erosion Control, Tree Protection, Demolition & Removal, Grading/Earthwork)**
- **Concrete Paving (Sidewalks, Ramps, Edging, Curb & Gutter Repair)**
- **Play Facilities (Horseshoe Pits)**
- **Furnishings (Picnic Tables, Grills, Benches & Trash Receptacles)**
- **Landscape Improvements (Trees, Shrubs, Perennials, Ornamental Grasses, Mulch, Turf Sod, Landscape Boulders)**
- **Irrigation Improvements (Entire Irrigation System Replacement)**

Phase III

Installation of the specialty site features such as the plaza promenade, seat walls, picnic shelter, restroom facility and site lighting.

- **Site Work (Mobilization, Erosion Control, Tree Protection)**
- **Specialty Hardscape & Seat Walls (Color Concrete Plaza, Plaza Promenade Pavers, Brick Seat Walls)**
- **Structures (24' x 24' Custom Picnic Shelter, Custom Restroom Facility with Drinking Fountain)**
- **Site Lighting (Seat Wall Lighting, Tree & Sign Uplighting)**

Duncan Park Improvements

Design Summary

April 2012





MEMORANDUM

TO: Mayor Penn and Members of City Council
THROUGH: Gary Sears, City Manager
FROM: Sue Carlton-Smith, Executive Assistant
DATE: April 19, 2012
SUBJECT: Board and Commission Reappointments

At the Study Session on Monday, April 23, 2012, City Council will be discussing board and commission members who are interested in reapplying for another term with their current board or commission. No interviews will be held this evening.

Attached is a list of board and commission vacancies, applications, worksheets, and an updated Roster.

All Chairs have been contacted regarding the board and commission members who are reapplying for another term.

Alliance for Commerce in Englewood Committee Chair Chad Knoth commented on reappointments for Vic Calonder and Jeannette Sarconi as follows "I would like to recommend that Vic & Jeannette get reappointed to ACE. Although, I do have concerns that Jeannette has not been able to make many meetings over the last year. And, should we have enough people to fill the current vacancies and her seat, that council make the decision if she should stay on. She wants to be on ACE and contributes when she comes to meetings."

Code Enforcement Advisory Committee Chair Linda Hart called recommending reappointment of both Susan Bayless and Mary Berger.

Cultural Arts Commission Chair Eric Bertoluzzi commented as follows "I am very much in favor of the re-appointment of Kristy Reed to the Cultural Arts Commission."

Liquor and Medical Marijuana Authority Chair Robyn VanDerLeest commented about the reappointment of Diane Ostmeyer as follows: "I am writing to you regarding the reappointment of Liquor Licensing Authority member Diane Ostmeyer. Diane is our newest member, but has quickly become a valued and reliable member of the Board. She takes an active approach to our meetings and is personally invested in seeing a positive

outcome to the work that we do. Soon I will be required to step down from my role; Diane will be on my list of recommended replacements and it would be a shame to lose her."

Liquor and Medical Marijuana Authority Chair Robyn VanDerLeest commented about the reappointment of Carolyne Wilmoth as follows: "I am writing to you regarding the reappointment of Liquor Licensing Authority member, Carolyne Wilmoth. Carolyne has been with us for some time now. I have come to rely on her personal investigation into new license locations. She goes above and beyond the requirements of a volunteer position and personally visits the location prior to our meetings and brings forth information about the pros and cons of the physical structure of the licensee's location. Further, her life experience brings a valued perspective to our discussion. I am recommending her reappointment and am very pleased she has applied to stay on."

Also attached is the memorandum to all board, commission and authority members concerning the interview process and current deadlines. This memorandum was distributed on March 22, 2012 and was included in the Council Newsletter.

If you need additional information, please call me at 303-762-2311.

**POTENTIAL
BOARD AND COMMISSION
REAPPOINTMENTS**

Following is a list of potential Board and Commission reappointments that expire on July 1, 2012 and could be reappointed to their new term on that date. These positions are VOLUNTEER, NON-PAID positions at the City of Englewood.

Board or Commission	Position	New Term(s) Expires
ACE	1 Regular Members Calonder served 1 term and did reapply Sarconi served 2 terms and did reapply	07/01/15 07/01/15
CEAC	3 Regular Members Bayless served 2 terms and did reapply Berger served 1 term and did reapply Hart served 2 terms and did reapply Becker served 3 terms and did not reapply	07/01/14 07/01/14 07/01/14
CAC	1 Regular Members Reed served 1 term and did reapply Bertoluzzi served 5 terms and did not reapply	07/01/15
LMMLA	2 Regular Members Ostmeyer served 1 term and did reapply Wilmoth served 1 term and did reapply	07/01/15 07/01/15

MEMORANDUM



TO: Board, Commission and Authority Members
FROM: Mayor Penn and Members of City Council
DATE: March 22, 2012
SUBJECT: Board, Commission and Authority Interview Process

At the Study Session on March 3, 2008, City Council discussed the board, commission and authority interview process. Changes were made concerning those members who request reappointment to a board, commission or authority. City Council wanted to streamline the application/interview process and make it as seamless as possible.

In an effort to identify vacancies, City Council has created two deadlines for receiving applications. One deadline is for board, commission and authority members who are seeking **reappointment** to their current position. The second deadline is for **new applicants** and current board, commission and authority members seeking appointment to another board/commission. Interviews will be held for the new applicants and current board, commission and authority members seeking appointment to a new board.

The application deadline for board, commission and authority members who are seeking **reappointment** to their current board, commission or authority is **Wednesday, April 11, 2012**. City Council will discuss at a Study Session on **April 23, 2012**, the current vacancies and those who are seeking reappointment. Following that discussion, the remaining vacancies will be posted for those residents who are interested in applying for a position on a board, commission or authority.

The deadline for **new applicants** and board, commission and authority members seeking appointment to a new or different board/commission is **Wednesday, May 30, 2012**. New applicants and other board, commission and authority members seeking appointment to a new board or commission will be interviewed on **Monday, June 11, 2012**, along with applicants who are seeking reappointment to their current board/commission but failed to meet the **Wednesday, April 11, 2012**, deadline.

City Council continues to request an attendance report prior to the interviews and comments from the Chairs concerning members who are seeking reappointment. The deadline for comments from Chairs concerning those members who are seeking reappointment is **Thursday, April 19, 2012**.

The City Council values each board, commission and authority member and their contribution to the City of Englewood. Thank you for volunteering for such an important facet of the City.

Cc: Englewood City Council
City Manager Gary Sears
City Attorney Dan Brotzman
Departmental Directors
Recording Secretaries

BOARD, COMMISSION AND AUTHORITY
APPLICATION DEADLINE AND INTERVIEW SCHEDULE

Wednesday, April 11, 2012	Application deadline for Board/Commission Members seeking reappointment .
Thursday, April 19, 2012	Deadline for information from Chairs concerning members seeking reappointment.
Monday, April 23, 2012	City Council discussion of Board/Commission Members seeking reappointment at a Study Session.
Wednesday, May 30, 2012	Deadline for applications for board/commission new vacancies and for current board/commission members who wish to serve on a new/different board, commission or authority.
Monday, June 11, 2012	Interviews with City Council for: (1) new applications, (2) current board/commission members seeking a new board/commission, (3) and current board/commission members applying for their current board/commission that missed the April 11, 2012, deadline.
Monday, July 2, 2012	All Board, Commission and Authority Members reappointed or appointed at the City Council Regular Meeting.